

Person Specification

Post title	Caretaker/Cleaner	Grade	B
Department	Operations	Post ref	

Competencies	
<i>Please refer to the relevant competency framework for more information about the behaviour descriptors for each competency. All competencies within the relevant framework are applicable to the post and the ones that have prioritised for recruitment are detailed below.</i>	
Competency framework relevant to the post:	Assessment
Communication	Interview
Team Work	Interview
Delivering value for money and quality services	Interview

Skills	Essential / Desirable	Assessment
<i>A friendly and open manner together with an ability to deal capably with members of the public, community groups and council officers.</i>	Essential	Application Form / Interview
<i>Self-motivated, approachable and helpful, with a flexible approach to their duties</i>	Essential	Application Form / Interview

Knowledge	Essential / Desirable	Assessment
A good basic knowledge of cleaning, caretaking and janitorial duties	Essential	Application Form / Interview

Experience	Essential / Desirable	Assessment
<i>Previous experience in cleaning/caretaking and janitorial duties including the use of cleaning materials and chemicals.</i>	Essential	Application Form / Interview
<i>Experience in the use of mechanical cleaning equipment</i>	Desirable	Application Form / Interview
<i>Experience in the use of cleaning materials and chemicals.</i>	Desirable	Application Form / Interview
<i>Experience in undertaking basic maintenance tasks</i>	Desirable	Application Form / Interview

Qualifications	Essential / Desirable	Evidence
<i>A basic level of numeracy and literacy</i>	Essential	Application Form / Certificate
<i>Current valid driving licence</i>	Essential	Application Form / Certificate
<i>Basic understanding of the COSHH regulations</i>	Desirable	Application Form / Certificate

Additional information / other requirements of the post

- *Capable of carrying out physically demanding tasks and duties*
- *Able to work effectively alone and prioritise own workload*
- *Available to work evenings and weekends if required*

Date produced / last amended

2019

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made.

If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.