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| **Employee Specification Form** | Post Number | | Hayfield School | |
| Job Title | | Cleaner | |
| Department | | CYPD | |
| Prepared by and date | | BKH 11/5/17 | |
| ***Important - Study “Explanatory Notes” printed overleaf before completing form*** | | | | |
| **Essential Personal Attributes** | Stage Identified | **Desirable Personal Attributes** | | Stage Identified |
| |  | | --- | | **Qualifications** | |  | * NVQ in Cleaning | |  |
| |  |  | | --- | --- | | **Experience** |  | |  | * Experience of industrial/school cleaning  |  | | --- | |  | | | App/Int |
| |  | | --- | | **Knowledge and skills**   * An understanding of and an ability to deliver excellent customer service to internal and external customers. * The ability to follow a planned cleaning programme. * Knowledge and understanding of the requirements for the safety and well being of pupils at all times | | App/Int  App/Int  App/Int  App/Int  App/Int  Appt/Int | * Previous Health and Safety knowledge | | App/Int |
| |  | | --- | | **Special Requirements**   * .Have high standards and expectations with relation to cleaning. * Relate well with others. * Ability to work well as part of a team. * Ability to use initiative. * Ability to work flexible hours (inparticular during the school holidays) | |  | |  |  | |  |

Employee Specification Form

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| These notes should be studied carefully before completing the form overleaf.  List the personal attributes required to fulfil the duties listed in the job description.  They must be:   1. set at a level appropriate to the work to be done and *not* higher than necessary 2. stated clearly and specifically 3. entirely job related   **Essential or Desirable**   1. Essential   Those requirements without which a candidate would be simply unable to do the job.  *Any candidate who does not meet the essential requirements must be rejected.*  Examples could be the possession of current driving licence or relevant qualification.   1. Desirable   Those requirements which are desirable, but not essential.  A candidate should not be rejected for failing to meet any single desirable requirement.  Examples for certain jobs could be local government experience or knowledge of new technology. | **Personal Attributes**   1. Qualifications   What qualifications, if any, should the postholder possess?  To what level   1. Experience   What experience, if any, is relevant?   1. Knowledge and Skills   Is there any knowledge (other than that covered by qualifications listed) or skills which are relevant? What should the postholder be able to do?  Do not list attributes which cannot be measured, eg “pleasant personality”, “flexible outlook”. Identify only what the postholder needs to do that requires him/her to be pleasant and flexible. Is it that the person needs to communicate effectively with callers (pleasant) or will need to work flexible hours (flexible).  Try to specify the levels of skills that are required, eg if numeracy is specified as a requirement, you should indicate the levels of skill, ie keeping records of petty cash or able to control and monitor substantial budgets.   1. Special Requirements   Are there any conditions of service which differ from the norm and with which the postholder must comply? Eg live-in requirements, flexible working hours, weekend working.  **Stage Identified**  Indicate at which stage in the selection process the personal attribute is to be identified, eg application form, interview, tests, references, etc |

