



## Employee Specification Form

|                      |                          |
|----------------------|--------------------------|
| Post Number          |                          |
| Job Title            | Cleaner                  |
| Department           | Elleray Park School      |
| Prepared by and date | G Eccles – February 2022 |

**Important - Study “Explanatory Notes” printed overleaf before completing form**

| Essential Personal Attributes                                                                                                                                                                                                                                                                                                                                                                                                                       | Stage Identified                           | Desirable Personal Attributes                                                                                                                                                          | Stage Identified             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| <b>Qualifications</b>                                                                                                                                                                                                                                                                                                                                                                                                                               |                                            | <b>Qualifications</b> <ul style="list-style-type: none"> <li>Maths GCSE or equivalent</li> <li>English GCSE or equivalent</li> </ul>                                                   | Application/<br>Certificates |
| <b>Experience</b> <ul style="list-style-type: none"> <li>Use and storage of domestic and industrial cleaning equipment and materials</li> <li>Understanding of safe working practices and Health and Safety legislation</li> <li>Fire safety awareness</li> <li>Lone working</li> </ul>                                                                                                                                                             | Application/<br>Interview                  | <b>Experience</b> <ul style="list-style-type: none"> <li>An understanding of school policies and procedures</li> <li>Experience of working within an educational setting</li> </ul>    | Application/<br>Interview    |
| <b>Knowledge and skills</b> <ul style="list-style-type: none"> <li>Control of Substances Hazardous to Health (COSHH) regulations</li> <li>Manual Handling</li> <li>Understanding of roles and responsibilities in safeguarding and keeping children safe from harm</li> </ul>                                                                                                                                                                       | Application/<br>Interview/<br>Certificates | <b>Knowledge and skills</b> <ul style="list-style-type: none"> <li>Understanding of the day-to-day operation of a school and able to interact appropriate with young people</li> </ul> | Application/<br>Interview    |
| <b>Special Requirements</b> <ul style="list-style-type: none"> <li>Honest, reliable and dependable</li> <li>Self motivated, well organised and able to prioritise own workload</li> <li>Be happy to work alone or with others</li> <li>Effective teamworker</li> <li>Be dedicated, conscientious and thorough.</li> <li>The ability to work to a high standard and be responsible for cleaning an allocated area of the school building.</li> </ul> | Application/<br>Interview/<br>Reference    | <b>Special Requirements</b> <ul style="list-style-type: none"> <li>Commitment to training</li> </ul>                                                                                   | Application/<br>Interview    |

# Employee Specification Form

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:

- set at a level appropriate to the work to be done and *not* higher than necessary
- stated clearly and specifically
- entirely job related

## Essential or Desirable

- 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.

- 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

- Qualifications

What qualifications, if any, should the postholder possess? To what level

- Experience

What experience, if any, is relevant?

- 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.

- 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