Person Specification

Post No	S-BS-T1007	Designation:	Cleaner	Department:	Environment and Housing Services
Section:	Building Services – Building Cleaning and Security	Completed By:	Nicola Scanlan – Acting Area Supervisor	Date:	24th August 2018

The Person Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Person Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates. You should refer and address each point of the Person Specification, giving evidence of what skills, experience and knowledge you have in each of these areas. Always be specific. Do not use general phrases such as "I have the necessary skills…" or "I am confident I can do the job well…". The shortlisting panel will need to know how you meet the requirements based on the evidence you provide.

		Essential	Desirable	Ascertained by
1.	**Experience**	▪ Previous experience of working within the cleaning industry or a cleaning related discipline/environment		Application form Interview
2.	**Knowledge**	▪ Basic understanding of the various cleaning tasks required to provide an efficient and effective premises Cleaning Service		Application form Interview
3.	**Skills and aptitudes**	▪ Good verbal communication skills and the ability to converse with members of the public and client officers. ▪ Be physically able to carry out manual and active labouring duties.		Application form Interview

		Essential	Desirable	Ascertained by
4.	**Qualifications and training**		▪ BICSc Trained	Application form Interview
5.	**Attitude and motivation**	▪ Must be able to work on own initiative and undertake duties in an effective manner ▪ Positive and self-motivated with the ability to be flexible and responsive to changes in priorities and demands.		Application form Interview
6.	**Other (please specify)**	• Be prepared to work irregular hours. • Ability to drive/travel throughout the Vale or between locations as appropriate	• Ability to speak / learn welsh	Application form Interview