

**PERSONNEL SPECIFICATION**



**Post Designation:**                    **Cleaning Operative – Manor Multi Academy Trust**

**Job Purpose and Role:**                **To maintain standard of cleaning as directed by the school.**

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications			
Training	<ul style="list-style-type: none"> <li>Willingness to undertake training as directed – this may involve attendance outside normal working hours.</li> </ul>	<ul style="list-style-type: none"> <li>In the use of rotary and other cleaning equipment.</li> </ul>	Interview
Experience		<ul style="list-style-type: none"> <li>Previous cleaning experience</li> </ul>	Application Form Interview
Special Knowledge/Skills	<ul style="list-style-type: none"> <li>Literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>Good numeracy and oral communication skills</li> <li>To understand stock control.</li> <li>To have an understanding of Health and Safety issues including COSHH Regulations.</li> </ul>	Application Form Interview
Personal Qualities	<ul style="list-style-type: none"> <li>To be able to follow and understand instructions given by management.</li> <li>Enthusiasm and a willingness to learn.</li> </ul>		Interview
Commitment	<ul style="list-style-type: none"> <li>To provide a first class service to customers.</li> <li>Flexibility to enable the various duties and requirements of the post to be undertaken.</li> </ul>		Interview