

## Great Heights Academy Trust

### Personnel Specification

#### Cleaner

Attributes	Essential	Desirable	How Identified
KNOWLEDGE AND SKILLS	Ability to respond to instructions and suggestions in an appropriate manner.		Application Form Interview
QUALIFICATIONS	Basic numeracy and literacy skills	Any qualifications relevant to the post e.g. health and safety, hygiene, knowledge of COSHH	Application Form Interview
EXPERIENCE		Experience of working as a cleaner. Experience of working unsupervised and organising workload. Experience of using mechanical cleaning equipment	Application Form References Interview
INITIATIVE	Ability to work unsupervised – methodical and organised Ability to prioritise tasks to ensure completion within given time limits		Application Form Interview
PERSONAL QUALITIES DISPOSITION, ADJUSTMENT, ATTITUDES	Able to work as part of a team Reliability in attendance and time keeping A sense of pride Flexible Trustworthy, respecting confidentiality at all times Positive approach to changing circumstances Able to physically carryout all the duties of the post such as lift and transport cleaning equipment, moving of furniture etc.		Application Form References Interview