



PERSON SPECIFICATION

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|--------------|----------------|---------------|-----------------------------|
| POST | CLEANER | DEPT | FACILITIES / ESTATES |
| GRADE | SCALE 1 | REF No | 21-19 |

| EDUCATION / TRAINING | | CRITERIA ESSENTIAL (E) DESIRABLE (D) | MEASURED BY INTERVIEW (I) APPLICATION (AF) ASSESSMENT CTRE (AC) PRESENTATION (P) TEST (T) |
|--|--|---|--|
| Must be willing to undertake appropriate training and development in order to meet the requirements of the post. | | E | I |
| First-Aid Certificate or willing to carry out training. | | D | AF |
| Health and Safety Training Certificates. | | D | AF |
| Lifting – Manual Handling Certificate. | | D | AF |
| COSHH – Certificate | | D | AF |
| RELEVANT EXPERIENCE | | E / D | MEASURED BY |
| Experience of working in a cleaning role. | | E | AF/I |
| Excellent communication skills both written and verbal | | E | I |
| Experience of working in an educational environment. | | D | AF/I |
| Experience of working as part of a team. | | E | AF/I |
| Experience of working with cleaning equipment | | E | AF/I |
| Knowledge of handling chemicals | | E | I/T |
| Knowledge of Colour Coding Systems | | E | I/T |
| RELEVANT KNOWLEDGE/ SKILLS & APTITUDES | | E / D | MEASURED BY |
| A positive commitment to Customer Care. | | E | I |
| Well organised and able to prioritise tasks. | | E | I |
| Ability to communicate effectively with all users of the building at a range of levels. | | E | I |
| Awareness of Health & Safety issues. | | E | I |

| SPECIAL REQUIREMENTS | | E / D | MEASURED BY |
|---|--|-------|-------------|
| <p>Willingness to work flexibly to meet the requirements of the Centre, including providing cover for colleagues including Saturdays and Sundays if required.</p> | | E | I |
| <p>Committed to the principles of valuing diversity and equal opportunities.</p> | | E | I |
| <p>Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all its staff and volunteers to share this commitment.</p> | | E | I |