

## PERSON SPECIFICATION

<b>POST</b>	<b>CLEANER</b>	<b>DEPT</b>	<b>FACILITIES / ESTATES</b>
<b>GRADE</b>	<b>SCALE 1</b>	<b>REF No</b>	<b>50-19</b>

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

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