



PERSON SPECIFICATION

POST	CLEANER	DEPT	FACILITIES / ESTATES
GRADE	SCALE 1	REF NO	62-19

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> <p>Committed to the principles of valuing diversity and equal opportunities.</p> <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
		E	I
		E	I