

PERSON SPECIFICATION

POST TITLE: Lead Cleaner

DIVISION/UNIT: Facilities Services/Cleaning Unit

JOB SPECIFIC COMPETENCIES

	Essential	Desirable	Evidence/Method of Assessment
Experience	<ol style="list-style-type: none"> 1. Previous cleaning experience. 	<ol style="list-style-type: none"> 1. Experience in monitoring cleaning quality. 2. Understanding of quality standards required according to the relevant specification. 	Application Form References Interview
Skills/Abilities	<ol style="list-style-type: none"> 1. Ability to use cleaning machines e.g. polisher, buffer. 2. Effective communication skills. 3. Ability to use own initiative. 4. Ability to work as part of a team or alone as necessary. 5. Ability to plan, prioritise, schedule and organise workloads. 6. Basic literacy skills. 	<ol style="list-style-type: none"> 1. Ability to carry out administrative duties including maintenance of stock records. 	Application Form References Interview
Education & Qualifications			Application Form Interview
Personal Qualities	<ol style="list-style-type: none"> 1. Ability to cope with the demands of the post and attend on a regular basis. 2. Flexible and adaptable. 		Interview References
Additional Job Related Requirements	<ol style="list-style-type: none"> 1. PVG Scheme Membership. 2. Security and environmentally conscious. 		Application Form Post Interview Check