

PERSON SPECIFICATION

Post Title	Cleaner	Band	1	Job Evaluation Reference	G002
Required Attributes					
1. EDUCATION AND TRAINING				Essential	Desirable
Qualifications as an essential criteria can only be asked if it is a <u>fundamental</u> requirement of the role (i.e. the role could not be done without it). Otherwise, a qualification should be used as an <u>indication</u> of the knowledge required to perform the role and equivalent knowledge/experience* should be considered (i.e. SCQF Level 6 or equivalent knowledge/experience)					
*equivalent knowledge/experience can be gained in several ways including relevant work experience, voluntary or community activities, on-the-job or off-the-job training or full-time or part-time study					
Cleaning Training or equivalent					✓
2. KNOWLEDGE AND EXPERIENCE				Essential	Desirable
Consider what knowledge and experience is essential at the point of recruitment and what can be considered desirable and can be learned through on-the-job training					
Experience working within cleaning environment					✓
Knowledge of using cleaning chemicals				✓	
Knowledge of good housekeeping practices					✓
H&S at Work					✓
3. SKILLS AND ABILITIES				Essential	Desirable
Consider what skills and abilities are essential the point of recruitment and what can be considered desirable and can be learned through on-the-job training					
Good communication				✓	
Administration skills					✓
Organisational skills					✓
Ability to liaise with external contacts					✓
4. PERSONALITY FACTORS				Essential	Desirable
Include personality traits and interpersonal skills that align to the Councils Core Behaviours					

Polite	✓	
Approachable	✓	
Reliable	✓	
Responsible	✓	
Willing to work alone and within a team	✓	
5. OTHER REQUIREMENTS	Essential	Desirable
• Include other criteria not covered in sections 1-4 i.e. Driving License or SSSC registration etc		
Prioritise workloads (flexible)	✓	
Employees are the Council's greatest asset and through our SUPPORT we are expected to work together and demonstrate the following core behaviours: • Strengthen – our Communities • Understand – our children's needs • Protect – our vulnerable people • Promote – equality and diversity • Open and transparent – at all times • Respect – our environment • Treat – each other with kindness		

Guidance:

A factsheet on writing a person specification is available on Connect within the recruitment policy/procedure.