

PERSON SPECIFICATION

Candidate name					
Interviewer name		Date		Candidate Total Score	
Post Title	Cleaner	Band	1	Job Evaluation Reference	G002
Directorate	Economy and Infrastructure	Base	Dumfries and Galloway		
Required Attributes					
1. EDUCATION AND TRAINING		SCORE	<input type="text"/>	Essential	Desirable
Cleaning Training or equivalent					✓
2. EXPERIENCE		SCORE	<input type="text"/>	Essential	Desirable
Experience working within cleaning environment					✓
3. SKILLS AND ABILITIES		SCORE	<input type="text"/>	Essential	Desirable
Good communication				✓	
Administration skills					✓
Organisational skills					✓
Ability to liaise with external contacts					✓
4. KNOWLEDGE		SCORE	<input type="text"/>	Essential	Desirable
Knowledge of using cleaning chemicals				✓	
Knowledge of good housekeeping practices					✓
H&S at Work					✓
5. PERSONALITY FACTORS		SCORE	<input type="text"/>	Essential	Desirable
Polite				✓	

Approachable			✓	
Reliable			✓	
Responsible			✓	
Willing to work alone and within a team			✓	
6. OTHER REQUIREMENTS	SCORE		Essential	Desirable
Prioritise workloads (flexible)			✓	
<p>Employees are the Council's greatest asset and through our SUPPORT we are expected to work together and demonstrate the following core behaviours:</p> <ul style="list-style-type: none"> • 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 Notes:

A person specification may include any non-discriminatory factors that have previously been identified as necessary or desirable for the role. Remember that these can include factors such as judgement, motivation, leadership, social skill/maturity and creativity/ideas. Structure your interview and selection tests to examine each candidate's suitability for the role based on these criteria. To reach your decision rate each candidate and calculate their total score, including any weighting you have confirmed prior to interviews starting. Use the space overleaf to record how candidates react to questioning. Your assessment must consider only those factors you have explicitly identified above. All forms used to record the assessment of candidates must be retained for the selection file to show how decisions were reached.