



DIOCESE OF SOUTHWELL  
& NOTTINGHAM  
MULTI ACADEMY TRUST

### Person Specification – Cleaner in Charge



Requirement	Essential (E) or Desirable (D)	Assessed via Application (A), Interview (I)
<b>Qualifications and Experience:</b>		
Good general education (Maths, English, and IT)	E	A
NVQ / BICS Certificate in Building Cleaning or Equivalent	D	A
Valid UK Driving Licence	D	A
First Aid at Work (or willing to work towards)	D	A / I
Experience in cleaning – including basic understanding of different cleaning methods and equipment	E	A
Experience in use of cleaning equipment, including floor maintenance machines and industrial vacuum cleaners	D	A / I
Experience in administration, including stock control and ordering	D	A / I
Working with young people or in an educational setting such as a school / college	D	A
<b>Knowledge, skills, and abilities:</b>		
Able to plan and prioritise own workload	E	I
Able to work in a team and in collaborative partnership with the Trust	E	I
Ability to use own initiative and work with minimum supervision at all times – to ask for help when required	E	I
Ability to undertake manual handling tasks and to work at height both safely and within regulations	E	A
Understanding of and ability to work with Health and Safety regulations and best practice including the ability to undertake H&S risk assessments and manage H&S risks with legislation knowledge and COSHH	E	A / I
Good organisational skills	E	A/I
Good communication, customer relations skills	E	A/I
Excellent record keeping skills with use of IT	E	A/I
An understanding of safeguarding and a commitment to creating and maintaining a safe environment for all students	E	A/I

<b>Personal Qualities</b>		
Resilience, adaptability and responsive to change	E	I
Able to work as part of a team but also to be a self-starter and able to set personal goals	E	I
<b>Equal Opportunities</b>		
Commitment to equal opportunities and diversity in the performance of duties	E	I
<b>Working Practices</b>		
The candidate will need to evidence a commitment to safeguarding and protecting the welfare of children/young persons	E	A/I
Willingness to work flexibly including out of hours when necessary	E	I
Willingness to travel and work in all schools within the Trust if required	E	I
<b>CPD / Personal Development</b>		
Evidence of commitment to own professional development	D	A