

## Person Specification: School Cleaning and Lettings Assistant

### Essential Criteria

#### Qualifications and Training

- Basic education with literacy and numeracy skills.
- Relevant training in cleaning practices (e.g., COSHH training) or willingness to undergo training.

#### Experience

- Proven experience in cleaning and maintaining buildings or premises.
- Experience using cleaning equipment and materials safely and effectively.
- Previous experience in a customer service or lettings environment (desirable).

#### Knowledge and Skills

- Understanding of health and safety regulations related to cleaning and premises maintenance.
- Knowledge of COSHH regulations and safe handling of cleaning chemicals.
- Ability to use and maintain cleaning equipment.
- Basic IT skills for booking and scheduling lettings (desirable).

#### Personal Attributes

- Ability to work independently and as part of a team.
- Reliable, punctual, and well-organized.
- Attention to detail and a commitment to maintaining high cleaning standards.
- Ability to manage time effectively and prioritize tasks.

#### Customer Service Skills

- Friendly and professional demeanour when dealing with staff, students, and external lettings clients.
- Ability to communicate effectively with a range of stakeholders.
- Problem-solving skills and a proactive approach to customer needs.

## Physical Requirements

- Physically fit and able to perform manual tasks, including lifting, bending, and standing for extended periods.
- Ability to work in different weather conditions and environments.

## Desirable Criteria

### Qualifications and Training

- First Aid Certificate or willingness to train.
- Health and safety qualification (e.g., IOSH or equivalent).

### Experience

- Experience in a school or educational environment.
- Letting experience; client interactions.

### Knowledge and Skills

- Familiarity with security systems and locking procedures for premises.
- Understanding of safeguarding procedures in an educational setting.

### Other Requirements

- Willingness to work flexible hours, including evenings and weekends, to accommodate school events and external lettings.
- Commitment to safeguarding and promoting the welfare of children and young people.
- A positive attitude towards professional development and learning.
- DBS clearance (essential upon appointment).

**Guru Nanak Sikh Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**