



Person Specification

Office Cleaner

Criteria	Qualities	Essential	Desirable
Qualifications and training	Good literacy skills – able to read and understand instructions. Good numeracy skills – able to deal with calculations and timesheets. Has previous experience of working in a primary setting.		
Experience	Has previous experience of working in a primary setting. Experience working in a similar role and interacting with a variety of people.		



Skills and knowledge	Knowledge of cleaning machines and materials. Reflective and collaborative practitioner. Training and willingness to undertake training in cleaning procedures/machines. Demonstrate an understanding and proactive approach to safeguarding, equal opportunities, health and safety, and other policies and practices. Act upon advice and demonstrate ability to coach and mentor. Demonstrate the ability to work well in collaboration with others. Capable of lifting/carrying goods and furniture with assistance where necessary. Communicate effectively with colleagues, visitors, and children. Effective time management and organisation skills. High standards of personal and professional conduct.		
Personal qualities	Personal impact and presence. Adaptability to changing circumstances and new ideas. Vigour and perseverance. Enthusiasm, resilience, reliability, and integrity.		



Reasons for working with children and young people	Clear articulation of wanting to help young people achieve their potential, build self-esteem, and develop new skills. The candidate views the position as supportive, educational, and developmental. An understanding that professionals must maintain appropriate, safe relationships with children, young people and their families. Recognition of the need for fair, consistent discipline and the ability to challenge inappropriate behavior without being authoritarian or punitive		
---	--	--	--