

PERSON SPECIFICATION

POST: Cleaner
LOCATION: Head Office, Dundee
RESPONSIBLE TO: Business Manager

Note to Applicant:

When completing your application form you should demonstrate the extent to which you have the necessary experience, qualifications, knowledge, skills and personal qualities identified for the post. Shortlisted candidates will be required to demonstrate this in more detail at the interview stage.

CRITERIA	ESSENTIAL	DESIRABLE
EXPERIENCE	<ul style="list-style-type: none"> Significant experience of undertaking a range of cleaning duties within a multifunctional organisation. 	
QUALIFICATIONS (including training, research, publications)	<ul style="list-style-type: none"> Ability to demonstrate good literacy and numeracy skills. 	
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> Knowledge of the use of cleaning materials. 	<ul style="list-style-type: none"> Knowledge of Health and Safety practices.
PERSONAL QUALITIES	<ul style="list-style-type: none"> A commitment to ensuring the Head Office is cleaned to a high standard. Willingness to maintain confidentiality and building security at all times. Self motivated and enthusiastic 	
ANY ADDITIONAL JOB RELATED REQUIREMENTS	<ul style="list-style-type: none"> Satisfactory Enhanced Disclosure Good attendance record 	