



THE JOHN FISHER SCHOOL

PERSON SPECIFICATION

PART-TIME CLEANER

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experiences you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below.

Skills	Essential	Desirable
Good communication skills, both orally and in writing	x	
Effective organisational skills and the ability to multi-task	x	
Good interpersonal skills and the ability to liaise with people at all levels	x	
Ability to prioritise workload and work to deadlines	x	
Ability to be self-motivated and work independently and as part of a larger team	x	
Ability to use IT including Word and SIMS		x
Adopt a flexible and proactive approach to all work	x	
Ability to undertake basic carpentry, plumbing and decorating work.	x	
Ability to undertake general repairs around the school, including repairs to furniture, fixtures and fittings.	x	
Working knowledge of Health and Safety regulations.		x
Working knowledge of Safeguarding Issues within a school environment	x	
Experience		
Experience of working as part of a team.	x	
Experience of working in an educational environment.		x
Experience of general portorage	x	
Experience of carrying out minor maintenance	x	
Experience of carrying out cleaning duties including the use of specialist floor cleaning equipment	x	
Experience of relevant computer system to retrieve information, including Capita SIMS		x
Experience of working at heights	x	

Personal Skills		
Good time-management.	x	
Ability to organise and prioritise workload.	x	
Ability to communicate effectively with school staff, visitors and contractors.	x	
Flexible approach to working hours and duties.	x	
Ability to keep accurate records as required	x	
Be physically fit	x	
Ability to cope with moderate and occasional heavy lifting	x	
Awareness of safeguarding issues relating to a school environment.		x
Other		
Awareness of Health & Safety legislation in this area of work	x	
Ability to work flexible hours if required including outside normal hours.	x	
Willingness to undertake continuous professional development.	x	
Possession of a current full EU driving licence	x	
Possession of a minibus drivers permit		x
Willingness to undergo any identified associated training	x	
Good standard of education both written and verbal	x	