



Person specification			
Post title	MSO	Grade	A
Service Area	BUILDING CLEANING	Section/team	Commercial Services

***** This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months *****

Shortlisting Number	Criteria	Essential\Desirable	Method of assessment
Skills, knowledge, experience			
S1	Ability to embrace the values of KMBC	Essential	A/I
S2	Ability to work as part of a team to ensure appropriate standards are maintained and liaise with the relevant supervisor regarding any work related issues, including health and safety issues which could place individuals in danger	Essential	A/I
S3	Experience of working within a cleaning environment	Essential	A/I
S4	Experience of using cleaning equipment	Essential	A/I
Personal attributes and circumstances			
P1	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles	Essential	A/I
P2	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour	Essential	A/I
P3	A demonstrable willingness to share information and work with other people.	Essential	A/I
P4	Respect - a strong desire to treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can	Essential	A/I
P5	Willingness to transfer at short notice to any establishment within a reasonable geographical distance	Essential	A/I

January 2021





P6	Demonstrate a willingness to undertake appropriate training	Essential	A/I
P7	An understanding of Equality and Diversity issues within a Learning Centre environment	Essential	A/I
P8	Must wear uniform provided	Essential	A/I
Communication			
C1	A demonstrable willingness to share information and work with other people, including the ability to listen, communicate with and understand others, taking account of other people's points of view	Essential	A/I
Qualifications			
Q1	CIEH Health and Safety Certificate	Essential	A/C
Q2	CIEH Manual Handling Certificate	Essential	A/C
Health and safety			
H1	Knowledge of Health and Safety Procedures Ability to use equipment as instructed and trained Ability to inform management of any health and safety issues which could place individuals in danger	Essential	A/I

A = Application form **C** = Certificate **E** = Exercise **I** = Interview **P** = Presentation **AC** = Assessment Centre **T** = Test

Date	Approved by authorised manager	Designation
18/11/22	Natalie Bonfield	Commercial Services Coordinator

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours

January 2021





- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

January 2021

