



PERSON SPECIFICATION

DIRECTORATE: FINANCE AND RESOURCES

DIVISION: PREMISES MANAGEMENT UNIT

JOB TITLE: CLEANING ASSISTANT

GRADE: 1

Note to Applicant: The essential criteria are marked with *, all other criteria are desirable.

CRITERIA	KNOWLEDGE AND SKILLS	METHODS OF ASSESSMENT
Qualifications and Training	1. Demonstrate a willingness to undertake any additional training as required to further improve/enhance the job and delivery of the service. 2. Numeracy and literacy skills. * 3. Understanding in principles of COSHH. *	 A/I A/I
Experience	4. Previous experience of cleaning industry using electrical machinery. 5. Knowledge of relevant health and safety procedures relating to cleaning activities. 6. Experience in the provision of building cleaning services. * 7. Experience in the use of buffing and the use of electrical cleaning machines. *	 A/I A/I
Skills/Abilities	8. Ability to work alone or as part of a team. 9. Ability to adapt to changes within the service.	

CRITERIA	KNOWLEDGE AND SKILLS	METHODS OF ASSESSMENT
Commitment	10. An understanding of and a personal commitment to the Vision and Values of Liverpool City Council. 11. Awareness of and commitment to the principles of customer care.	
Other	12. An understanding of child protection issues surrounding the provision of the service to a wide range of buildings.	

Key to Assessment Methods: I - Interview P - Presentation A - Application E - Exercise T - Test AC - Assessment Centre