

Post Number	Eastway Primary School
Job Title	Cleaner Band B
Department	Education
Prepared by and date	EMorris July 2024

Listed below are the **personal attributes** required to fulfil the duties listed in the Job Description.

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications <ul style="list-style-type: none"> Willingness to undertake additional training in line with the post and tasks performed 	App App App	<ul style="list-style-type: none"> Recognised qualification related to the post or further training such as health and safety, COSHH 	App/Int App App
Experience <ul style="list-style-type: none"> Working as part of a team Following set guidelines and company policies and procedures Working on own and with strong self motivation 	Obs/Int App App	Experience <ul style="list-style-type: none"> Experience of working in a school Experience of cleaning large communal areas 	App/Int App/Int
Knowledge and skills <ul style="list-style-type: none"> Understanding of effective cleaning processes Knowledge of products and equipment associated with cleaning processes Excellent interpersonal and communication skills. Excellent time management 	App Obs/Int App Obs/Int App	Knowledge and skills <ul style="list-style-type: none"> Good understanding and effective implementation of health and safety processes including good knowledge of COSHH Ability to work without direct supervision 	App/Int App/Int
Special Requirements <ul style="list-style-type: none"> Ability to work effectively and collaboratively as part of a hardworking premises team. Approachable and flexible with ability to use own initiative; Be physically able to complete the role such as bending, lifting, pushing and pulling with reasonable adjustments if required Ability to support the very positive and inclusive ethos of Eastway Primary School. 	App/Int App/Int App/Int Obs/Int	Special Requirements <ul style="list-style-type: none"> Willing to participate in further training related to the post To be able to attend additional training outside of working hours if necessary 	App/Int App/Int

Employee Specification Form – Guidance for Applicants

These guidance notes should be studied carefully before completing the Job Application Form (M05).

What is the purpose of an Employee Specification Form?

The Employee Specification Form lists the personal attributes required to fulfil the duties listed in the Job Description (M03).

What are personal attributes?

The personal attributes are the qualifications, experience, knowledge and skills and any special requirements that are required to be able to fulfil the duties of the post.

They are set at a level appropriate to the work to be done and *not* higher than necessary; stated clearly and specifically; and entirely job related.

What are essential personal attributes?

These are the personal attributes without which a person would simply be unable to do the job.

Examples could be the possession of a current driving licence or a relevant qualification.

Any applicant who does not meet all of the essential requirements will not be shortlisted (unless the stage identified is not at application).

*Any Disabled applicant who meets all of the essential requirements **must** be shortlisted for interview.*

What are desirable attributes?

These are the personal attributes which are desirable, but not essential.

Examples for certain jobs could be local government experience or knowledge of new technology.

A candidate will not be rejected for failing to meet any single desirable requirement.

What are the Stages Identified?

These are the stages in the selection process that the personal attribute is to be identified, eg application form, interview, tests, references, etc.

How should I use the Employee Specification when completing my Job Application Form?

You should refer to the personal attributes listed on the Employee Specification Form and use them to state clearly how you meet each of them on Section A4 of the Job Application Form (M05). You should start with the essential requirements and then the desirable requirements. You should also demonstrate how you meet them (give examples).

Failure to state how you meet an essential requirement (if identified as Application stage) will result in you not being shortlisted for interview/the next stage.