

PERSON SPECIFICATION

POST TITLE Cleaner (Casual)

DEPARTMENT Facilities

TEAM Cleaning Team

	Essential	Desirable
Relevant experience	<ul style="list-style-type: none">a) Using own initiative to take a task through to completionb) Working as part of a teamc) Juggling various tasks and priorities to deadlines	<ul style="list-style-type: none">a) Cleaning in a business / commercial setting

	Essential	Desirable
Knowledge		<ul style="list-style-type: none">a) Health & Safety CoSHH Regulationsb) Knowledge of cleaning procedures and practices in an office environment

	Essential	Desirable
Skills and abilities	<ul style="list-style-type: none"> a) Excellent oral communication skills b) Excellent organisational skills c) Ability to prioritise and achieve deadlines d) Good interpersonal skills e) Ability to maintain confidentiality f) Accuracy and attention to detail, particularly when working to tight deadlines g) Ability to maintain vacuum cleaners in a serviceable condition 	<ul style="list-style-type: none"> a) Use scrubber drier b) Ability to maintain vacuum cleaners in a serviceable condition

	Essential	Desirable
Other attributes	<ul style="list-style-type: none"> a) Adhere to the vision and values of KingsGate b) Willingness to work in a flexible manner c) Willingness to serve others d) Initiative and enthusiasm e) Positive and friendly manner with 'can do' approach f) Willingness to work non-standard hours when necessary g) Commitment to equality & diversity 	<ul style="list-style-type: none"> a)

This person specification was reviewed by Facilities Supervisor in May 2018.

KingsGate Community Church has a Smoke-Free Policy. Smoking is not permitted in any of the premises or vehicles owned or leased by the organisation.