



St Cecilia's Catholic Primary School

Cleaning Assistant Person Specification

A: Application

I: Interview

No:	Requirements:	Method of Assessment:	Essential:	Desirable:
1	Training Qualifications: The successful candidate will:			
1.1	GCSEs or equivalent in English and Maths	A	X	
1.2	COSHH certificate	A		X
1.3	Manual Handling certificate	A		X
1.4	Working at Height certificate	A		X
1.5	Basic awareness of Health & Safety in the workplace	A	X	
1.6	Be willing to participate in relevant training and development opportunities	AI	X	
2	Experience: The successful candidate will have:			
2.1	Experience of working in a school or childcare setting	AI		X
2.2	Experience of working in a cleaning role	AI	X	
2.3	Competence in carrying out a range of cleaning tasks in a timely manner	AI	X	
2.4	Experience of working supportively within a team	AI	X	
3	Knowledge & Skills: The successful candidate will be able to demonstrate knowledge and understanding of:			
3.1	Strong organisation and time management skills with the ability to work in a methodical manner	AI	X	
3.2	Ability to identify any hazards, reporting them promptly to line manager	AI	X	
3.3	Ability to understand and follow instruction		X	
3.4	Ability to act on own initiative, dealing with any unexpected issues as they arise	AI	X	
3.5	Appropriate IT skills to fulfil requirements of the post eg. online CPD	AI	X	
3.6	Knowledge of relevant school policies including safeguarding practices and procedures	AI	X	
3.7	Knowledge of First Aid procedures	AI	X	
4	Communication: The successful candidate will be able to demonstrate that they:			

4.1	Excellent communication skills	AI	X	
4.2	Ability to work as part of a team or independently when required	AI	X	
4.3	Respect for confidentiality and clear professional boundaries	AI	X	
5	Personal Qualities: The successful candidate will be able to demonstrate:			
5.1	Committed to safeguarding and promoting the welfare of children	AI	X	
5.2	Fully supportive of the Catholic ethos and values of the school	AI	X	
5.3	Flexible and adaptable to the changing demands of the post	AI	X	
5.4	Willingness to take personal responsibility for standard of work carried out	AI	X	
5.5	Ability to remain calm under pressure or during unexpected events	AI	X	
5.6	To be a good team player and communicator			
5.7	Ability to maintain confidentiality at all times			
5.8	Excellent record of attendance and punctuality	AI	X	