

Quorn Parish Council



Person Specification – Cleaning Assistant

	Essential Attributes	Desirable Attributes
Qualifications and Experience	<ul style="list-style-type: none"> Cleaning Experience 	<ul style="list-style-type: none"> Formal qualifications relevant to the job.
Physical Ability	<ul style="list-style-type: none"> Physically able to cope with the manual nature of cleaning work 	
Communication Skills	<ul style="list-style-type: none"> Excellent oral and written communication skills. Ability to understand written and verbal directions. 	
Information Technology		<ul style="list-style-type: none"> Experience and practical ICT skills including Microsoft Word, Excel and Outlook.
Administration		<ul style="list-style-type: none"> Familiarity with completing cleaning logs and ability to interpret rotas
Other	<ul style="list-style-type: none"> Availability to work out of office hours. Must be honest, trustworthy and reliable 	<ul style="list-style-type: none"> First Aid at Work certificate. Good knowledge of HASAW and related legislation including COSHH

Note: Assessment of whether criteria are met will be from the application form submitted followed by interview where appropriate. For qualifications original certification is required.