

NORTON HOUSING AND SUPPORT LTD

CLEANER - PERSON SPECIFICATION

1. Attitude / Personality	Essential / Desirable	Assessment			Comments
		1	2	3	
Practical	E				
Approachable	E				
Ability to remain focused on the task in hand	E				
Self motivated, with a flexible "can do" attitude	E				
2. Skills					
Ability to clean a domestic or office premises effectively and efficiently	E				
Basic written English skills	E				
Effective verbal communication & interpersonal skills (English)	E				
Driver with use of own vehicle	D				

3. Experience / Qualifications	Essential / Desirable	Assessment			Comments
		1	2	3	
Of a cleaning role, ideally including domestic	D				

4. General	Essential / Desirable	Assessment			Comments
		1	2	3	
Commitment to maintaining the confidentiality and safety of vulnerable people	E				
Commitment to treating others with respect regardless of age, gender, sexuality, ethnicity, religion etc.	E				
Willingness to contribute to the health, safety and security of the home or office environment	E				
Successful Unsuccessful Reserve Completed by: Date:		E = Essential - skills, qualities, experience considered essential for the role D = Desirable - skills, qualities considered desirable for the role Assessment: 1 - meets criteria well 2 - meets criteria adequately 3 - does not meet criteria			