

NORTON HOUSING AND SUPPORT LTD

CLEANER - PERSON SPECIFICATION

<b><u>1. Attitude / Personality</u></b>	<b>Essential / Desirable</b>	<b>Assessment</b>			<b>Comments</b>
		<b>1</b>	<b>2</b>	<b>3</b>	
Practical	E				
Approachable	E				
Ability to remain focused on the task in hand	E				
Self motivated, with a flexible "can do" attitude	E				
<b><u>2. Skills</u></b>					
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				

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

<b>4. General</b>	<b>Essential / Desirable</b>	<b>Assessment</b>			<b>Comments</b>
		<b>1</b>	<b>2</b>	<b>3</b>	
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				
<b>Successful</b> <b>Unsuccessful</b> <b>Reserve</b>  Completed by:  Date:		<b>E = Essential</b> - skills, qualities, experience considered essential for the role  <b>D = Desirable</b> - skills, qualities considered desirable for the role  <b>Assessment:</b> <b>1</b> - meets criteria well <b>2</b> - meets criteria adequately <b>3</b> - does not meet criteria			