

Job Title: Day Cleaner (Strensham)

Dept.: Charity

	Essential	Evidence
<p>A: EDUCATION QUALIFICATIONS AND TRAINING Level of education, specific qualifications, specialised training, training requirements for the job)</p>	<p>Basic numeracy and literacy skills.</p> <p>GCSEs (Level 4/C - Maths and English) equivalent qualifications or relevant experience which demonstrates equivalent academic skills.</p>	<p>Application Form</p> <p>Certificates</p> <p>Registration</p> <p>Documents</p> <p>CPD Portfolio</p> <p>Interview</p>
<p>B: EXPERIENCE (Length, type and level of work-related experience)</p>	<p>Previous cleaning experience.</p> <p>Experience in completing admin duties.</p>	<p>Application Form</p> <p>Interview</p>
<p>C: SKILLS KNOWLEDGE ABILITIES (Range and level of skills, depth of knowledge required for the job)</p>	<p>Basic IT skills.</p> <p>Basic understanding of Health and Safety.</p> <p>Experience and knowledge of using a wide range of cleaning products.</p> <p>Knowledge of COSHH.</p>	<p>Application Form</p> <p>Interview</p> <p>References</p> <p>CPD</p>
<p>D: APTITUDES AND ATTRIBUTES (Communication and interpersonal skills, organisational skills, ability to work on own initiative, to strict protocols/procedures and time scales)</p>	<p>Strong communication skills (written and verbal).</p> <p>Ability to organise, plan and complete tasks.</p> <p>Be flexible to meet the needs of the Charity.</p>	<p>Application form</p> <p>Interview</p> <p>References</p>



<p>E: OTHER JOB REQUIREMENTS (Physical/health requirements, specific requirements e.g. car owner/driver, full, clean, current UK Driving Licence)</p>	<p>Full Driving Licence (Desirable)</p>	<p>Application form Interview</p>
<p>F: PERSONAL QUALITIES AND VALUES</p>	<ul style="list-style-type: none"> • RECEPTIVE - we define success as continuous improvement and aim for excellence in our live-saving services and community projects. • RESPECTFUL - we are a community-based organisation with a 'one team' culture that embraces and encourages honesty. • RESPONSIBLE - we aim to create the best possible future for everyone and thrive to place sustainability at the heart of everything we do. • RELEVANT - we are open to new ideas and ways of working across our clinical and charity operations, providing total transparency to all stakeholders. • RECOGNITION - we value our relationships - with staff, supporters and the wider communities we serve - working together to achieve the best possible patient outcome. 	<p>Application form Interview</p>

The Charity is committed to safeguarding and promoting the welfare of all stakeholders. All post holders are subject to a satisfactory Disclosure and Barring Service check (DBS) and satisfactory employment references, as well as identification, prohibition, qualification and barred list checks, which will be required before commencing duties