

**Job Title:** Evening Cleaner

**Dept.:** Charity

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

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