



RADCLIFFE PRIMARY SCHOOL

Person Specification Cleaner/Key Holder

	Essential	Desirable
Educational achievements, qualifications and training	<ul style="list-style-type: none"> ◆ Able to communicate clearly and follow instructions. 	
Job related knowledge, aptitude and skills	<ul style="list-style-type: none"> ◆ Ability to prioritise work ◆ Ability to manage time effectively. 	<ul style="list-style-type: none"> ◆ Have experience of key holding duties.
Equal Opportunities	<ul style="list-style-type: none"> ◆ An understanding of and commitment to Equality Opportunities. 	
Personal Attributes	<ul style="list-style-type: none"> ◆ Ability to communicate with a wide range of people. ◆ Initiative and the ability to work without supervision. ◆ Willingness to clean any area of the school as requested by the site manager. ◆ Take pride in a job well done. ◆ Willingness to maintain confidentiality on all school matters. 	<ul style="list-style-type: none"> ◆ Positive outlook ◆ Good sense of humour.
Skills	<ul style="list-style-type: none"> ◆ Must have high standards of cleanliness ◆ Ability to work effectively and supportively as a member of the school team ◆ Ability to work in an organised and methodical manner ◆ Ability to act on own initiative, dealing with any unexpected problems that arise 	
Physical	<ul style="list-style-type: none"> ◆ Must be able to meet the physical demands of the role. 	

Further Information

Up to date information including policies and procedures may be found on our website, www.radcliffeprimary.bc-et.co.uk

Should you wish to discuss any of the detail contained within this document please contact Lesley Taylor, Trust Business Manager on 0161 723 4538