

**BEVERLEY TOWN COUNCIL**

**Person Specification – Office Cleaner**

	<b>Essential</b>	<b>Desirable</b>	<b>How Measured During Recruitment/Selection Process</b>
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Previous work as a cleaner of related service experience</li> <li>• Understanding of cleaning techniques</li> <li>• Appreciation of Health &amp; Safety matters</li> </ul>	Application Form Interview
<b>Education/Training Qualifications</b>	<ul style="list-style-type: none"> <li>• Basic literacy</li> <li>• Basic numeracy</li> <li>• Ability to understand English</li> <li>• Commitment to training</li> </ul>		Application Form
<b>Special Knowledge</b>			
<b>Skills</b>			
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to maintain confidentiality</li> </ul>		
<b>Working Arrangements &amp; Personal Availability</b>	<ul style="list-style-type: none"> <li>• Ability to work in line with existing keyholders</li> </ul>	<ul style="list-style-type: none"> <li>• Accessible by telephone</li> </ul>	
<b>Physical Requirements</b>			