

**Associate - Person Specification**

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| **JOB REQUIREMENT** | **Essential** | **Preferred** | **\* How assessed** |
| Qualifications, knowledge and experience | Previous Cleaning Experience | √ |  | A, C & I |
| Experience of using commercial cleaning machinery such as buffers etc |  | √ | A & I |
| Knowledge of basic Health and Safety in the work place | √ |  | A & I |
| Knowledge of relevant Health and Safety Regulations i.e. COSHH, Working at Height, Electricity at Work, Manual Handling etc |  | √ | A & I |
| Personal and interpersonal | **Supporting and Co-operating -Working with People**Demonstrates an interest in and understanding of others; Adapts to the team and builds team spirit; Recognises and rewards the contribution of others; Listens, consults others and communicates proactively; Supports and cares for others; Develops and openly communicates self-insight | √ |  | I |
| **Interacting and Presenting - Relating and Networking**Establishes good relationships with customers and staff; Builds wide and effective networks of contacts inside and outside the organisation; Relates well to people at all levels; Manages conflict; Uses humour appropriately to enhance relationships with others | √ |  | I |
| **Organising and Executing - Delivering Results and Meeting Customer Expectations**Focuses on customer needs and satisfaction; Sets high standards for quality and quantity; Monitors and maintains quality and productivity; Works in a systematic, methodical and orderly way; Consistently achieves project goals | √ |  | I |
| **Organising and Executing - Following Instructions and Procedures**Appropriately follows instructions from others without unnecessarily challenging authority; Follows procedures and policies; Keeps to schedules; Arrives punctually for work and meetings; Demonstrates commitment to the organisation; Complies with legal obligations and safety requirements of the role | √ |  | I |
| **Adapting and Coping - Adapting and Responding to Change**Adapts to changing circumstances; Accepts new ideas and change initiatives; Adapts interpersonal style to suit different people or situations; Shows respect and sensitivity towards cultural and religious differences; Deals with ambiguity, making positive use of the opportunities it presents | √ |  | I |
| Child Protection | A commitment to the responsibility of safeguarding and promoting the welfare of young people. | √ |  | A & I |
| Enhanced DBS disclosure *(to be completed by preferred candidate following interview).* | √ |  | C |
| Willingness to undertake safeguarding training when required. | √ |  | I |

\* A = application, C = clearances, I = interview, T = task