



Associate - Person Specification

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
	First Aid Trained (or willingness to work towards)	✓		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
	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 (<i>to be completed by preferred candidate following interview</i>).	✓		C
	Willingness to undertake safeguarding training when required.	✓		I

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