

Newcastle-under-Lyme Borough Council

PERSON SPECIFICATION

Job Title: Cleaner

Grade: 2

Post Ref:

Date: April 2023

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
(1) Relevant Experience	Previous cleaning experience	Application Form/Interview	Using buffing machine. Ability with stock control and ordering consumables or working with others on such stock control and requisitions
(2) Formal Academic Qualifications	Basic literacy and numeracy is required- no formal qualifications necessary.	Application Form/Interview	
(3) Vocational Qualifications and Training	Must be prepared to undertake training as required in relation to the post.	Interview	
(4) Specialist Knowledge			
(5) Special Working Conditions	All employees are required to comply with the Authority's No Smoking Policy. To wear protective clothing provided. May be required to work at other council buildings.	Interview	Flexibility and able to work additional hours if asked.

Competency	Behaviours	How Assessed
Planning and Organising	<ol style="list-style-type: none"> 1. Adapts and works effectively in different situations in order to carry out variety of tasks, whilst remaining calm and level headed under pressure. 2. Accepts constructive feedback and makes adjustments accordingly. 	
Organisational Development	<ol style="list-style-type: none"> 3. Has the ability to set and meet challenging goals, creating own measures and consistently seeks ways of improving performance. 4. Awareness of own shortfalls and takes charge of personal development to keep skills up to date whilst developing knowledge within a particular area through learning. 	
Communication	<ol style="list-style-type: none"> 5. Communicates information clearly, accurately, positively and in a timely manner. 6. Listens attentively and responds thoughtfully to the needs, ideas and opinions expressed by others. 	
Strategic Thinking	<ol style="list-style-type: none"> 32. Creates or contributes to the creation of long term plans for the service area based on the vision for the service area and the overall Authority. 	

<p>Managing Change</p>	<p>35. 36. 37.</p>	<p>Ability to modify style in order to reach goals and to maintain effectiveness within changing environments and with varying responsibilities.</p> <p>Is prepared to challenge where others are not seeing the wider implications.</p> <p>Aspire to be better and exceed expectations and promote a positive 'can do' attitude.</p>	
<p>Performance Management</p>	<p>39. 40. 42. 43. 44.</p>	<p>Gathers and gives feedback regularly and constructively on an individual and organisational basis.</p> <p>Quickly highlight and deal with unacceptable behaviour and its impact on others.</p> <p>Evaluate mistakes and learn from them.</p> <p>Ensures individuals are clear about their own responsibilities and accountabilities.</p> <p>Uphold the Council's reputation by delivering on the community's expectations and encourage others to do the same.</p>	
<p>Living the values</p>	<p>45. 46. 47.</p>	<p>Demonstrates and champions equalities in the treatment of others and in the delivery of services.</p> <p>Stand by Council decisions and act in the Council's best interests, putting them above those of the directorate or immediate team/individuals.</p> <p>Express pride in what the Council does and uphold the reputation of the Council.</p>	

	48.	Demonstrate high standards of personal and professional conduct and be a role model to others.	
	49.	Ensure actions are in line with what citizens should expect from Council employees.	
	50.	Is prepared to admit to having made a mistake.	
Health and Safety	51.	Demonstrates basic understanding of Health and Safety responsibilities within the workplace.	