



A Career at St Edmund's College

Domestic Assistant / Cleaner (Part-time)

Person Specification

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed.	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.	
Qualifications	Basic Certificate in Health and Safety in the Workplace.		Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	- Previously worked in a school environment. - Experience of the post applied for. - Demonstrable experience of working within a team.		Contents of the application form Interview Professional references
Skills & Knowledge	Basic knowledge of health and safety within a workplace.		Contents of the application form Interview Professional references

Personal competencies qualities, attitude and behaviours	• To be a hard-working and a flexible team player. • To be highly customer service focussed. • To be able to work on own initiative and have high standards of cleaning. • To be able to communicate effectively with colleagues and the public. • To be able to accept instruction and guidance. • To be able to work and remain calm when dealing with several competing deadlines. • Friendly, personable, willing and helpful, good sense of humour. • Ability to work with a good degree of flexibility, to provide cover for other staff as required and to work, occasionally, evenings and weekends. • Current UK work permit required. • Current enhanced DBS check will be obligatory if successful.		Contents of the application form Interview Professional references
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The College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Candidates will be required to undergo relevant Safeguarding Checks.

We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.