

**PERSON SPECIFICATION:**

**Estates Caretaker/Cleaner**

Qualities & Competencies	Essential	Desirable
<b>Qualifications</b>		Cleaning qualification
<b>Experience</b>	Experience of all aspects of office cleaning.	Experience in the Social Housing sector
<b>Knowledge, Skills &amp; Abilities</b>	<p>Able to plan and manage own workload to meet deadlines.</p> <p>Ability to manage time effectively to complete tasks to a high level.</p> <p>Ability to prioritise work.</p> <p>Able to work with minimum supervision.</p> <p>Ability to work both alone and within a team to achieve specified standards.</p> <p>Ability to carry out general cleaning duties as detailed in the Job Description.</p> <p>Good communication and interpersonal skills.</p> <p>Undertake any training relevant to your role</p> <p>Able to communicate clearly, understand and follow instructions.</p> <p>Experience of undertaking general cleaning duties.</p> <p>Ability to work with and understand the safety aspects of cleaning materials and equipment used</p>	Computer literate and conversant with Microsoft Office applications (e.g. Outlook, Word, Excel, SharePoint and Teams), or a willingness to learn

	<p>Willingness to work flexibly outside normal working hours if required.</p> <p>A background check will be required for this role.</p> <p>Self-motivated.</p> <p>Be flexible to changing demands of the post.</p> <p>An understanding, caring and helpful nature.</p> <p>Ability to identify own skill gaps and request training where required</p>	
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