

**PERSON SPECIFICATION:**

**Estates Caretaker/Cleaner**

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| **Qualities & Competencies** | **Essential** | **Desirable** |
| **Qualifications** |  | Cleaning qualification |
| **Experience** | Experience of all aspects of office/communal area cleaning. | Experience in the Social Housing sector |
| **Knowledge, Skills & Abilities** | Able to plan and manage own workload to meet deadlines.  Ability to manage time effectively to complete tasks to a high level.  Ability to prioritise work.  Able to work with minimum supervision.  Ability to work both alone and within a team to achieve specified standards.  Ability to carry out general cleaning duties as detailed in the Job Description.  Good communication and interpersonal skills.  Undertake any training relevant to your role  Able to communicate clearly, understand and follow instructions.  Experience of undertaking general cleaning duties.  Ability to work with and understand the safety aspects of cleaning materials and equipment used  Awareness of the Tenant Satisfaction Measures and other regulatory requirements and commitment to meeting and exceeding these  Willingness to work flexibly outside normal working hours if required.  A background check will be required for this role.  Self-motivated.  Be flexible to changing demands of the post.  An understanding, caring and helpful nature.  Ability to identify own skill gaps and request training where required.  Current clean driving licence and use of own vehicle. | Computer literate and conversant with Microsoft Office applications (e.g. Outlook, Word, Excel, SharePoint and Teams), or a willingness to learn |