

Person Specification – Town Council Cleaner

Criteria	Requirements	* M.O.A
Skills, knowledge, experience etc		
1	Ability to embrace the core values and Mission of the Town Council.	I & A
2	The experience of and ability to clean premises to a high standard.	I & A
3	Confidence in lone working.	I & A
4	Able to work on own initiative in a flexible and pro-active manner.	I & A
5	Ability to respond to changes in workload and priorities.	I & A
6	Excellent team worker and the ability to foster good relations in a friendly and approachable way.	I & A
7	Excellent communication skills, both orally and in writing.	I & A
8	Experience of working within related health and safety practices and guidelines.	I & A
9	Ability to use appropriate equipment in a safe and secure manner.	I & A
Qualifications		
10	Good standard of literacy and numeracy.	I
Personal attributes and circumstances		
11	Pleasant, courteous and respectful personality.	I
12	Resourceful, proactive and decisive, open, honest and trustworthy	I
13	Demonstrate a flexible, motivated and pro-active approach to service delivery	I

14	Ability to act with tact and diplomacy, maintaining confidentiality when required	I
15	Willingness to work unsocial hours.	I

***Method of assessment (*M.O.A)** A = Application form: I = Interview C – Certificate

Approved by the Town Council's HR Committee at its meeting on 9th March 2026

