

Job Title:

	Essential	Desirable	Evidenced by
A – Qualifications			
Basic cleaning qualification – NVQs 1 or 2 or similar in a relevant discipline		x	A / I
B – Knowledge/Experience			
To understand the role and associated work procedures.	x		A / I
Experience of working in a similar role or discipline.		X	
Experience of working in the NHS.		x	
C – Skills – for example			
Basic Skills for Role <ul style="list-style-type: none"> Basic knowledge of cleaning materials Basic manual handling qualification Experience of manual handling techniques Knowledge of COSHH 		X X X X	A/I
Communication/Relationship skills: <ul style="list-style-type: none"> Communicate appropriately with others at work Listen to and respond to simple information, ask questions to clarify understanding Respond appropriately to queries and complaints Take part in discussions on familiar topics Complete simple forms Read and understand short piece of text 		X X X X X	
Mathematical Skills <ul style="list-style-type: none"> Read and understand simple symbols, diagrams and charts 		x x	

<ul style="list-style-type: none"> Extract numerical information from lists, tables, diagrams, and simple charts Tackle practical problems using simple calculation 		x x	
Physical skills: <ul style="list-style-type: none"> Kneeling, crouching, twisting, bending, or stretching. Lifting weights/equipment with mechanical aids. Lifting weights/equipment without mechanical aids. Making repetitive movements. Operate equipment/machinery. Pushing/pulling trolleys or similar. 	x		A / I
D – Approach/Values			
<ul style="list-style-type: none"> Demonstrate alignment with the values and beliefs of the Trust 	x		I
<ul style="list-style-type: none"> Demonstrate an understanding of the practices of equality and inclusion in the delivery of this role 	x		I
<ul style="list-style-type: none"> Team working 	x		I
<ul style="list-style-type: none"> Punctual and flexible across hours of work when required 	x		I

To be evidenced by key:

A – Application

C - Certificate

I – Interview

T - Test

Approved by:

Name	
Post holder	
Approved	
Manager	

Date

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