

PERSON SPECIFICATION
Summer Operational Support Assistant - Cleaning

Criteria	Essential/ Desirable	Application Form / Supporting Statement / Interview
1. Must be trustworthy, maintaining confidentiality at all times in respect of University matters and to prevent disclosure of confidential and sensitive information.	Essential	Supporting Statement / Interview
2. Good interpersonal skills, including the ability to deal with a wide range of people in a friendly, tactful, and sensitive manner.	Essential	Supporting Statement / Interview
3. Ability to be flexible to the changing demands of the post.	Essential	Supporting Statement / Interview
4. A good track record of being punctual and reliable.	Essential	Supporting Statement / Interview
5. Ability to work without supervision, as well as part of a team.	Essential	Supporting Statement / Interview
6. The ability to work evenings and / or weekends.	Essential	Supporting Statement / Interview

Physical requirements:

This job involves walking, climbing stairs, use of cleaning equipment and some light lifting for which a suitable level of physical fitness is required.

- Application Form – assessed against the application form and where appropriate, curriculum vitae. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.
- Supporting Statements - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- Interview – assessed during the interview process by either competency-based interview questions, tests, work-related exercise, presentation or teaching session etc.