ROCHDALE BOROUGH COUNCIL

**PERSON SPECIFICATION**

**Caretaker Grade 3 (SCP) 14-17**

**Note to Applicants**

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment**.

1. **The *Essential* Criteria are for the qualifications, experience, skills or knowledge you MUST SHOW YOU HAVE to be considered for the job.**
2. **The *Desirable* Criteria are used to help decide between candidates who meet ALL the Essential Criteria.**
3. **The *How Identified* column shows how the Council will obtain the necessary information about you.**
4. **If the How Identified column says the Application Form next to an Essential Criteria or a Desirable Criteria, you MUST include in your application enough information to show how you meet this criteria. You should include examples from your paid or voluntary work.**

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| **ATTRIBUTES** | **ESSENTIAL** | **HOW IDENTIFIED** | **DESIRABLE**  | **HOW IDENTIFIED** |
| **QUALIFICATIONS** **AND EXPERIENCE** | * Experience of carrying out maintenance & repair
* To be numerate and literate.
* Experience of record keeping
 | Application Form / Interview | * Knowledge of COSHH.
* Health and Safety knowledge.
* NVQ level 2 Cleaning or equivalent.
 | Application Form/Interview |
| **Skills & Knowledge** | * Ability to make decisions and use your initiative where appropriate.
* Ability to form good working relationship with service users and work colleagues
* Ability to perform manual lifting and porterage duties.
* Ability to completing documentation in line with the duties of the post e.g. keeping records, ordering of stock
* The ability to converse at ease with customers and service users and provide advice in accurate spoken English.
 | Application Form/Interview |  |  |
| **SPECIAL WORKING CONDITIONS** | * Willing to undertake training as required.
 | Application Form/Interview |  |  |