

ROCHDALE BOROUGH COUNCIL
PERSON SPECIFICATION

CARETAKER

Grade 3 (SCP) 5-6

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.

- The *Essential* Criteria are for the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- The *Desirable* Criteria are used to help decide between candidates who meet **ALL** the Essential Criteria.
- The *How Identified* column shows how the Council will obtain the necessary information about you.
- 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.

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 portering 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		