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 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		