

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	<ul style="list-style-type: none"> • Experience of carrying out maintenance & repair • To be numerate and literate. • Experience of record keeping 	Application Form / Interview	<ul style="list-style-type: none"> • Knowledge of COSHH. • Health and Safety knowledge. • NVQ level 2 Cleaning or equivalent. 	Application Form/Interview
SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> • 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 portorage 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	<ul style="list-style-type: none"> • Willing to undertake training as required. 	Application Form/Interview		