

**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
<b>QUALIFICATIONS AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of carrying out maintenance &amp; repair</li> <li>• To be numerate and literate.</li> <li>• Experience of record keeping</li> </ul>	Application Form / Interview	<ul style="list-style-type: none"> <li>• Knowledge of COSHH.</li> <li>• Health and Safety knowledge.</li> <li>• NVQ level 2 Cleaning or equivalent.</li> </ul>	Application Form/Interview
<b>SKILLS &amp; KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Ability to make decisions and use your initiative where appropriate.</li> <li>• Ability to form good working relationship with service users and work colleagues</li> <li>• Ability to perform manual lifting and portering duties.</li> <li>• Ability to completing documentation in line with the duties of the post e.g. keeping records, ordering of stock</li> <li>• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.</li> </ul>	Application Form/Interview		
<b>SPECIAL WORKING CONDITIONS</b>	<ul style="list-style-type: none"> <li>• Willing to undertake training as required.</li> </ul>	Application Form/Interview		