

**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.

- 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>• Tell us about your handy person skills.</li> <li>• Please give an example of your written communication skills.</li> <li>• Do you have the ability to demonstrate initiative and make decisions where appropriate. Please give an example.</li> <li>• Have you worked on your own initiative and in what way.</li> <li>• How would you develop a good working relationship with clients and colleagues.</li> <li>• Are you able to perform manual lifting and portering duties.</li> <li>• Are you numerate and literate.</li> </ul>	Application Form/Interview	<ul style="list-style-type: none"> <li>• Have you any knowledge of COSHH.</li> <li>• Do you have any Health and Safety knowledge.</li> <li>• Do you have an NVQ level 2 Cleaning or equivalent.</li> </ul>	Application Form
<b>SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• <a href="#">Click here to enter text.</a></li> </ul>		<ul style="list-style-type: none"> <li>• <a href="#">Click here to enter text.</a></li> </ul>	

<b>SPECIAL WORKING CONDITIONS</b>	<ul style="list-style-type: none"> <li>• Are you willing to undertake ongoing training as required.</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		
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