

## PERSON SPECIFICATION

**POST TITLE:   CARETAKER**

**GRADE: 7**

			<b>RELEVANT CRITERIA</b>	<b>HOW IDENTIFIED</b>	<b>ESSENTIAL/ DESIRABLE</b>
1.	<b>RELEVANT EXPERIENCE</b>	1.1	Previous experience of caretaking, or a role which includes similar duties	Application Form/Selection process	A
2.	<b>EDUCATION AND TRAINING</b>	2.1	Manual handling training	Application Form/Selection Process/Certificates	B
3.	<b>GENERAL AND SPECIFIC KNOWLEDGE</b>	3.1	Understanding of H.A.S.A.W and C.O.S.H.H	Application form/Selection process	B
		3.2	Knowledge of effective caretaking and cleaning practices and procedures	Application form/Selection Process	A
		3.3	Familiarity with heating boiler operation and safety	Selection Process	B
		3.4	A commitment to and an understanding of Equal Opportunity Issues and how they might impact on this post	Selection Process	B
		3.5	Knowledge of Health and safety Working Practices	Selection Process	B
4.	<b>SKILLS AND ABILITIES</b>	4.1	Practical skills and ability to carry out basic repair/maintenance	Selection process	A
		4.2	Ability to work effectively as both part of a team and as an individual	Selection Process	A
		4.3	Literacy skill sufficient to be able to complete basic paperwork (e.g. wage sheets, order forms etc )	Selection Process	A

		4.4	Ability to communicate effectively with staff and members of the public	Selection Process	A
		4.5	Ability to prioritise work	Selection Process	A
5.	<b>ANY ADDITIONAL FACTORS</b>	5.1	Ability to move heavy furniture, equipment etc.	Selection Process	A
		5.2	Commitment to undertake continued training and development	Selection Process	A
		5.3	Full Clean Driving Licence	Application Form/Selection Process	A

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please advise us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.