**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**.

1. **The *Essential* Criteria are for the qualifications, experience, skills or knowledge you MUST SHOW YOU HAVE to be considered for the job.**
2. **The *Desirable* Criteria are used to help decide between candidates who meet ALL the Essential Criteria.**
3. **The *How Identified* column shows how the Council will obtain the necessary information about you.**
4. **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.**

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| **ATTRIBUTES** | **ESSENTIAL** | **HOW IDENTIFIED** | **DESIRABLE**  | **HOW IDENTIFIED** |
| **QUALIFICATIONS** **AND EXPERIENCE** | * Tell us about your handy person skills.
* Please give an example of your written communication skills.
* Do you have the ability to demonstrate initiative and make decisions where appropriate. Please give an example.
* Have you worked on your own initiative and in what way.
* How would you develop a good working relationship with clients and colleagues.
* Are you able to perform manual lifting and porterage duties.
* Are you numerate and literate.
 | Application Form/Interview | * Have you any knowledge of COSHH.
* Do you have any Health and Safety knowledge.
* Do you have an NVQ level 2 Cleaning or equivalent.
 | Application Form |
| **SKILLS AND KNOWLEDGE** | * Click here to enter text.
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| **SPECIAL WORKING CONDITIONS** | * Are you willing to undertake ongoing training as required.
* The ability to converse at ease with customers and service users and provide advice in accurate spoken English.
 | Application Form/Interview |  |  |