

## PERSON SPECIFICATION

### IMPORTANT

**THE REHABILITATION OF OFFENDERS ACT**

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is Enhanced Disclosure.

**JOB TITLE: CARETAKER(SECONDARY SCHOOL)**

**GRADE: 3**

**DEPT/SERVICE:**

**JOB REF: AAAE5002A**

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>Basic English &amp; Maths in order to do simple reports/memos and basic calculations when carrying out routine repairs</li> <li>Willingness to attend training courses</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous school experience</li> <li>Caretaking/ janitor background</li> </ul>		
<b>Job Related Knowledge</b>		<ul style="list-style-type: none"> <li>Understanding of Health &amp; Safety legislation</li> </ul>	
<b>Skills and Aptitudes</b>		<ul style="list-style-type: none"> <li>Ability to use power and hand tools</li> <li>Ability to carry out minor maintenance repairs</li> <li>Ability to operate security systems</li> <li>Ability to respond to changing priorities</li> </ul>	

		<ul style="list-style-type: none"> <li>• Ability to work on own and prioritise own workload</li> <li>• Ability to communicate effectively both verbally and in writing to other school staff</li> <li>• Flexible approach to working arrangements in line with the duties of the post</li> </ul>	
<b>Other Requirements</b>		<ul style="list-style-type: none"> <li>• Full driving licence</li> <li>• Pleasant personality</li> <li>• Ability to relate to people of all ages, particularly children</li> </ul>	

Cheshire West & Chester Council is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.