

Job title	Grade	Directorate	Location
Assistant Caretaker	Grade C	Children's Services	All Hallows RC High School

Note to manager

In completing this form you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criteria are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

Note to applicants

Whilst all criteria below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

(*See grid overleaf)

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Experience of cleaning, especially floors.	A/I
2.	To work as a member of a team.	A/I
3.	To be able to keep records e.g. supplies of fuel, cleaning materials.	A/I
4.	Knowledge of security of premises, heating systems and Health and Safety issues	A/I
5.	Willingness to attend school during unsociable hours e.g. overtime and call outs.	A/I
6.	Ability to work on own initiative.	A/I
7.	Porter duties	A/I
8.	Good health record	A/I

Desirable criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	A willingness to undertake training to qualification standard.	A/I
2.	Ability and willingness to carry out minor repairs.	A/I
3.	Ability to instruct staff on the use of cleaning machinery.	A/I
4.	Experience of using cleaning machinery.	A/I
5.	Knowledge of customer care.	A/I
6.	To be an effective communicator.	A/I

Method of assessment (* M.O.A.)

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation, **T** = Test, **AC** = Assessment centre