**The Church at Carrs Lane**

**Person Specification**

**Maintenance Officer/Caretaker**

A – application form I - Interview

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| **Attributes** | **Essential** | **Desirable** | **Method of Assessment** |
| **Education & Training**  A willingness to undertake ongoing training relevant to the role.  Knowledge of health & safety management, risk assessments | X  X |  | A,I  A,I |
| **Special Knowledge & Skills**  Practical cleaning skills  Experience of building maintenance and managing service contracts  Good record keeping skills  Using computer based record systems  Using email  Good interpersonal and communication skills.  Experience of working with volunteers | X  X    X  X  X | X  X | A,I  A,I  A,I  A,I  A,I  A,I  A,I |
| **Special Qualities or Aptitudes**  Able to create and maintain good relationships with a diverse range of people  Ability to solve problems, make good judgements and take decisions.  Self-motivated and ability to plan own work.  Reliability, integrity and discretion. | X  X  X  X |  | A, I, R  A, I  A, I  I, R |
| Any Other Requirements  In sympathy with the values and purpose of The Church at Carrs Lane  Able to Work Flexible Hours.  Satisfactory Enhanced Disclosure from the DBS | X  X  X | | I  I  DBS check |