**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  | XX |   | A,IA,I |
| **Special Knowledge & Skills**Practical cleaning skills Experience of building maintenance and managing service contracts Good record keeping skills Using computer based record systemsUsing emailGood interpersonal and communication skills.Experience of working with volunteers | XX XXX |  XX | A,IA,IA,IA,IA,IA,IA,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.  | XXXX |  | A, I, RA, IA, II, 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 | XXX | IIDBS check |