

PERSON SPECIFICATION

Post: CARETAKER

Lay Employee in City Road Circuit (35/1) based at Wesley's Chapel and Leysian Mission

Attributes	Essential	Desirable	Method of Assessment
Education & Training	GCSEs grades A-C or grade 3 and above including maths and English or equivalent experience		Q
Proven Ability	Previous experience of working in a similar role		A,I
	Ability to undertake basic maintenance and DIY tasks		A,I
Special Knowledge & Skills		Good knowledge of relevant Health and Safety regulations	A,I
		Awareness of Control of Substances Hazardous to Health (COSHH)	
	Basic IT skills including being able to use the internet		A, I
Special Qualities or Aptitudes	Able to set and work to goals/deadlines and prioritise varied workload and adapt to changing priorities and circumstances		A,I
	Be well motivated, proactive and able to work with minimal supervision		A,I
	Able to contribute effectively to a team		A,I
	Able to communicate effectively verbally and in writing		A,I
	Able to relate effectively to a wide spectrum of people		A,I

Any Other Requirements	Willingness to understand and engage with Methodist church policies and processes		A,I
	Willingness to undergo First Aid Training		When in post
	Willingness to undergo Foundation Module Safeguarding Training		When in post
	The appointment is subject to a DBS check and clearance		

Method of Assessment A – Application Form, I – Interview, W – Written exercise, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts)