

**PERSON SPECIFICATION: Caretaker at Leeds Methodist Mission**

Attributes	Essential	Desirable	Method of Assessment
Education & Training	Basic numeracy and English language/literacy skills	Educated to GCSE or to NVQ Level 1 standard	Q, A, I
Proven Ability	Ability to undertake tasks of light general maintenance	An appreciation of the challenges of working with historic/listed buildings.	A, I
	An ability to undertake cleaning duties, on own initiative, with a regard for public safety.		A, I
Special Knowledge & Skills	The aptitude to set up multimedia and sound equipment in meeting rooms		A, I, E
	The aptitude to operate the heating system, fire alarm system, and security systems as appropriate to the role.		
	A working knowledge of the appropriate Health and Safety Regulations appropriate to the role of the caretaker		A, I
Special Qualities or Aptitudes	The ability to relate appropriately to people from a variety of backgrounds and circumstances.	The ability to work working in a public building which includes regular contact with vulnerable adults	A, I
	Ability to demonstrate an understanding of the challenges of operating a public building in the city centre	Ability to demonstrate and understanding and sympathy with the mission and ministry of the Leeds Methodist Mission.	
	Ability to work with minimal supervision		A, I

	Able to move, with ease, throughout the premises which are spread over several floors and levels.		A, I, E
	Ability to work the core hours and also to be flexible in responding to the needs of the church.		A, I
	The ability to develop new skills, with the appropriate training, as fitting to the role of caretaker.		A, I
Any Other Requirements	Satisfactory enhanced disclosure from the CRB		CRB application

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

AB 17.1.2012