



Person Specification: Caretaker

Area of Focus	Essential	Desirable	Assessment
Qualifications (academic and vocational)	<ul style="list-style-type: none"> Relevant experience and/or qualification in one or more of the following areas: <ul style="list-style-type: none"> a) Plumbing b) Carpentry c) Painting/Decorating d) Building work Good practical handyperson skills and knowledge to undertake general building maintenance and minor repairs without guidance To understand the importance of health and safety 	<ul style="list-style-type: none"> H&S qualification First aid trained Full driving licence 	<ul style="list-style-type: none"> Interview Application form Selection process Certificates
Experience	<ul style="list-style-type: none"> Ability to operate site equipment or be prepared to undertake training Ability to work within existing policies and guidelines Able to use software such as Word, Emails, Internet Knowledge of manual handling, COSHH and other relevant legislation Ability to carry out checks and maintain relevant and accurate records Practical approach 	<ul style="list-style-type: none"> Experience of working within an educational environment Understanding of the day to day running of a school Understanding of lettings Risk assessment knowledge 	<ul style="list-style-type: none"> Interview Application form Selection process References
Knowledge and skills	<ul style="list-style-type: none"> Ability to manage time effectively and be able to prioritise Ability to apply knowledge and skills acquired from training into a practical situation Good communication skills Is able to carry out the physical tasks required such as lifting and carrying parcels / equipment 	<ul style="list-style-type: none"> The ability to operate and understand electrical / mechanical systems Knowledge of fire safety legislation Ability to work at heights 	<ul style="list-style-type: none"> Interview Application form Interview References

Personal Characteristics	<ul style="list-style-type: none"> • Have the ability to exert physical effort, maintain occasional awkward postures and have good manual dexterity • Be able to work inside and outside with some potential exposure to moderate noise, heat, cold, disagreeable or difficult surroundings / conditions • Ability to work to deadlines • Willingness to lend a hand and go the extra mile to get tasks completed • Ability to remain patient and calm in challenging situations • The ability to relate well to pupils • A good team member, understanding school roles and responsibilities and own position within these • Reliable, honest, punctual and approachable • Can achieve tasks and targets under pressure and against deadlines • Can adapt to changing and conflicting demands • Can manage flexible working hours, occasional evening and weekend lettings 	<ul style="list-style-type: none"> • Ability to use skills to deal with some site problems • Sense of humour and a positive outlook 	<ul style="list-style-type: none"> • Application form • Interview • References
Safeguarding	<ul style="list-style-type: none"> • Keep up to date with all policies and procedures relating to the safeguarding of children • Ability to contribute to a safe environment 	<ul style="list-style-type: none"> • Good understanding of safeguarding as it relates to schools 	Interview / Application