

Person Specification – Caretaker – Grade 2

CRITERIA	ESSENTIAL	DESIRABLE
APPLICATION	<ul style="list-style-type: none"> Fully completed Application Form. Supportive references. 	<ul style="list-style-type: none"> Well-structured supporting letter regarding experience, skills and suitability for the post.
QUALIFICATIONS	<ul style="list-style-type: none"> Basic English and maths skills. Willingness to participate in training essential to the post. 	<ul style="list-style-type: none"> First Aid certificate. GCSE or equivalent in Maths and English.
EXPERIENCE	<ul style="list-style-type: none"> Experience of carrying out basic DIY tasks and building maintenance Experience of cleaning in a work environment and a commitment to, and pride of, standards of cleanliness 	<ul style="list-style-type: none"> Previous experience of working in a premises role in a school or public building
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> Knowledge of Health and Safety Knowledge of, and a commitment to, child welfare and safety and awareness of Keeping Children Safe in Education guidance Understanding of the school's Ethos and Values Understanding of Data Protection and confidentiality Ability to work in an organised manner and use initiative 	<ul style="list-style-type: none"> Awareness of Control of Substances Hazardous to Health (COSHH) Knowledge of legionella and asbestos management
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Competent DIY skills and ability to undertake general building and site maintenance and carry out minor repairs Ability to organise, prioritise and complete tasks effectively Ability to work alone as well as part of the whole school team Ability to follow instructions and use equipment safely Punctual and reliable Ability to carry out H&S checks, maintain logbooks and records accurately. Ability to communicate effectively with pupils, parents, staff, governors and members of the public Ability to use computer systems for communication, recording and training purposes 	<ul style="list-style-type: none"> Knowledge of heating and security systems Ability to supervise staff and manage workload
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Discretion and confidentiality. Ability to work on own initiative and to make decisions and prioritise. Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils Ability to develop good working relationships with staff, pupils and parents. Trustworthy, reliable and hardworking. Commitment to safeguarding and equality Trustworthy, reliable and hardworking A proactive approach to work Willingness to be involved in the life of the school and be part of our team 	<ul style="list-style-type: none"> Specific skills in the trade of plumbing, electrical and/or carpentry Willingness to undertake all necessary training required to carry out the role effectively and in line with health and safety requirements
PHYSICAL REQUIREMENTS	<ul style="list-style-type: none"> Be reasonably fit to carry out the duties of the job Able to carry out some manual handling and lifting Able to carry out work at high levels using appropriate equipment 	