## Person Specification

## School: Greatfields

**Job title:** Caretaker

*The table below outlines the essential and desirable criteria, which will be used to select the candidate(s) for this post*. *Evidence will be assessed from application form (A), interviews (I) and references (R)*

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| --- | --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** | **Assessment method** |
| Qualificationsand Knowledge  | * Good levels of literacy and numeracy
 | * First aid qualification
* Knowledge of Health & Safety and hygiene procedures and precautions
* Knowledge of security, heating plant and other systems
 | A |
| Experience |  | * Experience of working in a school environment
 | A, I, R |
| Skills and Aptitudes | * Ability to follow clear instructions
* Positive attitude to working with children and adults
* Ability to carry out manual tasks i.e., climbing, lifting and moving items.
* Effective time management skills
* Ability to communicate effectively (both orally and in writing)
* Willing to ‘go the extra mile’.
 |  | A, I, R |