



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)

Criteria	Essential	Desirable	Assessment method
Qualifications and Knowledge	<ul style="list-style-type: none">• Good levels of literacy and numeracy	<ul style="list-style-type: none">• First aid qualification• Knowledge of Health & Safety and hygiene procedures and precautions• Knowledge of security, heating plant and other systems	A A, I, R A, I, R
Experience		<ul style="list-style-type: none">• Experience of working in a school environment	A, I, R
Skills and Aptitudes	<ul style="list-style-type: none">• 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

