## PERSON SPECIFICATION

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| **JOB TITLE** | **Caretaker** |

The following areas are considered **essential:**

* initiative to take action before being asked, make suggestions on how to improve things at work
* flexibility – maintain effectiveness during changing situations
* thoroughness in completing tasks
* the ability to learn
* interpersonal skills – work well with, and show sensitivity to the needs of staff, colleagues and students
* ability to manage time and resources effectively
* provide support if necessary in other areas of the school
* ability to demonstrate self-control when under pressure

The following areas are considered **desirable:**

* adaptable in one’s approach to work
* demonstrate personal confidence and drive
* take responsibility for identifying own training needs

**Experience: Essential** Minimum 3 years experience in a background requiring

similar skills

Knowledge of stock control and the operation and maintenance of equipment and light machinery

 **Desirable** Experience of working with young people

 Practical maintenance skills

 Knowledge of Health and Safety legislation

**Qualifications: Desirable** Educated to GCSE standard or holding

 equivalent industrial qualification