



PERSON SPECIFICATION

JOB TITLE: SENIOR CARETAKER

We are looking for someone who can show evidence of the skills, experience and attributes described below. Evidence and experience should be clearly described in the application.

Knowledge and Experience	E	D	Method of Assessment
1. Previous experience as a caretaker	✓		Application/Interview
2. General maintenance skills to be able to undertake building repairs, carpentry, decorating, and any other minor building upkeep requirements.	✓		Application/Interview
3. Have qualifications or training in the use of power machinery, COSHH and manual handling		✓	Application/Interview
4. Experience of being responsible for the security of a similar building/site – Including key holding responsibility.		✓	Application/Interview
5. Experience of setting up and clearing venues for lettings (both internal and external clients).		✓	Application/Interview
6. Sound knowledge of Health and Safety and COSHH regulations in regard to this role.	✓		Application/interview
7. Experience of using a range of equipment related to caretaking and grounds work		✓	Application/Interview
8. Have ground keeping or extensive gardening experience		✓	Application/Interview
9. Have qualifications or training in ground keeping or gardening		✓	Application/Interview
Ability to			
10. Use a computer effectively including email	✓		Application/Interview
11. Communicate effectively and with confidence with customers of the College and colleagues.	✓		Application/Interview
12. Work independently, being happy with lone working and have the ability to use own initiative in carrying out tasks and dealing with requests.	✓		Application/Interview
13. Prioritise and organise own and others time effectively and work positively in response to a high workload or requests made at short notice.	✓		Application/Interview
14. The ability to develop and maintain good customer relations via excellent inter-personal skills	✓		Application/Interview
15. Undertake general Caretaking duties including lifting and handling of heavy items. (Physical fitness).	✓		Application/Interview
16. A willingness to undertake overtime working as deemed necessary to the College.	✓		Application/Interview
Other			
17. Willingness and ability to undertake training needed to fulfil the changing requirements of the post.	✓		Application/Interview
18. Hold a clean driving licence and be able to drive a minibus, or be willing to learn.	✓		Application/Interview