



PERSON SPECIFICATION

Caretaker

A = Application
I = Interview
T = Task

Qualifications and Training	Essential (E) Desirable (D)	Assessment
• NVQ Level 2 in Caretaking (or equivalent)	D	A
• Full Driving License	D	A
Experience		
• Experience of working in an educational setting	D	A
• Experience of working as a caretaker or site supervisor	D	A/I
• Experience of security duties	D	A/I
• Experience of undertaking manual tasks (eg. Maintenance, DIY etc.)	D	A/I
Knowledge / Skills		
• Ability to work as part of a team	E	A/I
• Good communication and interpersonal skills	E	A/I
• Flexible attitude to work	E	A/I
• Basic DIY / Repair skills	E	A/I
• Ability to manage own workload and prioritise effectively	E	I/T
• Basic IT skills		
• Positive approach to customer service	E	A/I
• Awareness of Health and Safety legislation and risk assessment	D	A/I
Personal Qualities		
• Calm, reliable and flexible manner	E	T/I
• Commitment to attendance at work	E	A/I
• Commitment to Health and Safety	E	A/I
• Commitment to Equality and Diversity	E	A/I
• Commitment to safeguarding and protecting the welfare of children and young people	E	A/I

This School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.