| **Post: Caretaker** |
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|  | **Criteria** | **Assessment Basis** |
| **Qualifications:** | EssentialGood general education including English and MathsFull driving licenceDesirableH&S qualificationsTrade qualifications | Application |
| **Professional Experience & Understanding:** | All EssentialUnderstanding of:* Good interpersonal skills, particularly the ability to relate to young people
* Knowledge of ICT systems. (Excel, Word, Outlook) – Use a computer comfortably daily
* Knowledge of Admin systems (lettings, time book, ordering)
* Numerate and comfortable working with numbers
* Able to carry out procedures, routines and follow instructions
* Experience of working within a school setting
 | Application and Interview |
| **Professional Abilities:** | All EssentialAbility to communicate effectively to a variety of audiences including childrenAbility to plan effectivelyAbility to provide reportsAbility to manage time effectively and meet deadlinesAbility to work effectively with stakeholders and within a corporate environmentAbility to work on own initiative | Application, Interview and Reference |
| **Personal Qualities:** | All EssentialHonesty and IntegrityDiscretionFlexibility and good planning abilitiesAble to multi task and set prioritiesCommitment to making a difference | Interview and Reference |

Where the applicant /post holder has a disability every effort will be made to make reasonable adjustments to enable them to carry out the duties of the post.