| **Post: Caretaker** | | |
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|  | **Criteria** | **Assessment Basis** |
| **Qualifications:** | Essential  Good general education including English and Maths  Full driving licence  Desirable  H&S qualifications  Trade qualifications | Application |
| **Professional Experience & Understanding:** | All Essential  Understanding 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 Essential  Ability to communicate effectively to a variety of audiences including children  Ability to plan effectively  Ability to provide reports  Ability to manage time effectively and meet deadlines  Ability to work effectively with stakeholders and within a corporate environment  Ability to work on own initiative | Application, Interview and Reference |
| **Personal Qualities:** | All Essential  Honesty and Integrity  Discretion  Flexibility and good planning abilities  Able to multi task and set priorities  Commitment 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.