

The Oaks Academy

PERSON SPECIFICATION

JOB TITLE	Caretaker	GRADE	3
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ATTRIBUTES	DESCRIPTION	DESIRABLE
Knowledge and Experience	<p>3 GCSE Grades C (4/5) or above incl. Maths & English, or equivalent</p> <p>Basic plumbing, joinery and electrics knowledge Basic and specialist cleaning processes</p> <p>Site Security Systems</p> <p>Experience in understanding Health and Safety regulations</p> <p>COSHH</p> <p>Climbing ladders to ceiling and roof height</p> <p>Lifting heavy items</p> <p>Safer handling guidelines</p>	<p>Experience of working in an 11-16 school</p> <p>Knowledge of contractors and Service Level Agreements</p> <p>Knowledge of school security</p> <p>Knowledge of Health and Safety regulations in a school setting</p>
Skills and Abilities	<p>Ability to undertake a range of maintenance tasks Ability to test, set and disarm alarms</p> <p>Ability to work to deadlines and under pressure Planning skills</p> <p>Judgement of when to carry out a repair and when expert help is needed</p> <p>Fact finding and problem solving</p> <p>Ability to work on own initiative and as part of a team</p> <p>Willingness to attend job-related training</p> <p>Good ICT skills/computer literate</p> <p>Ability to respond to changing priorities</p> <p>Excellent communicator at all levels</p>	<p>Previous use of helpdesk ticketing system to log jobs and incidents</p>
Personal Qualities	<p>Able to work independently as well as part of a team</p> <p>Good communication skills (both written and oral)</p>	<p>Ability to attend site within 30 minutes - current full driving licence</p>

	<p>Good interpersonal skills</p> <p>Good organisational skills</p> <p>A commitment to providing an excellent safe and secure working environment for staff and students</p> <p>Availability for call-out duties (respond to alarms)</p> <p>Ability to undertake manual work and to perform tasks included in the job description.</p>	
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The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined as necessary by the Trust.