

CARETAKER: PERSON SPECIFICATION

Essential	Desirable
Qualifications and experience: <ul style="list-style-type: none"> • Good literacy and numeracy skills • ICT literacy • Good communication skills (both orally and in writing) • Willingness to attend courses related to caretaking and health and safety 	Qualifications and experience: <ul style="list-style-type: none"> • Experience of working in a school or similar establishment
Personal Characteristics <ul style="list-style-type: none"> • Hardworking • Honest, reliable, practical and versatile • Good Time management • Willing to work outside of normal hours if required (overtime for Saturday lettings) • Willing to undertake relevant instruction and training 	Knowledge and skills: <ul style="list-style-type: none"> • Working knowledge of construction / building regulations. • Working knowledge of establishing and reviewing development plans.
Professional Experience <ul style="list-style-type: none"> • Excellent DIY skills 	
Knowledge, abilities, skills and experience <ul style="list-style-type: none"> • To be able to carry out general repairs and maintenance without guidance • Ability to lift and carry items • Ability to follow and comply with instructions on equipment and or materials usage • Use of general cleaning equipment • Willingness to work as part of a team • Ability to work to deadlines • Ability to manage own work effectively 	

<ul style="list-style-type: none"> • Able to use own initiative • Anticipate and reduce risk where possible • Ability to carry out health and safety checks and maintain relevant records in accordance with relevant Health and Safety Regulations e.g. legionella, fire alarms. • Commitment to the highest standards of child protection. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community. 	
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