



The Harvey Grammar School

CARETAKER

Person Specification

We are seeking to appoint a person who:-

- is enthusiastic, conscientious, discreet and motivated.
- has experience, knowledge and understanding appropriate to the post.
- has a proactive and flexible approach
- has good ICT, literacy and numeracy skills
- has the ability to carry out general repairs without guidance
- has good interpersonal skills with the ability to communicate effectively with colleagues at all levels
- has a good level of physical fitness in order to meet the demands of this active position
- understanding of and compliance with health and safety regulations.
- has the ability to act on their own initiative, dealing with any unexpected problems that arise
- has the ability to establish and maintain good working relationships.
- has a commitment to staff and pupil welfare as a positive support for learning.
- can work independently and as a member of a team, sharing tasks and supporting other members of the team.
- can work at all times with complete confidentiality.
- has a D1 licence (an advantage but not essential).