**Person Specification: Caretaker**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | Educated to a satisfactory standard in order to communicate effectively, both written and oral.Computer literate with good working knowledge of ICT including using the internet and Microsoft office suite  | Average English and Maths Qualifications. |
| **Experience** | The Caretaker should have experience of: cleaning workbuilding maintenance DIY including decoratingTeam working | In addition, the Caretaker might have experience of:working within an educational environment. |

|  |  |  |
| --- | --- | --- |
| **Knowledge and understanding** | The Caretaker should have knowledge and understanding of:the varied roles of all staff in the educational process;efficiently coordinating the work of others in the team;the basic principles of site management; the importance of Health & Safety;techniques for the repair of damaged or defective equipment or resources. | In addition, the Caretaker might also have knowledge and understanding of:the contribution of both professionals and non- professionals to life-long learning;specific premises issues: security, Health & Safety, heating systems, building construction, COSHH regulations. |
| **Skills** | The Caretaker will be able to:use practical skills to improve the site and buildings;motivate others in the premises and cleaning team through example and enthusiasm;deal with emergencies and problems in a positive and systematic manner;be aware of a small budget for resources;proactive and work on own initiative; work alone when required, showing good self- motivation;prioritise, plan, schedule and meet deadlines and evaluate work;communicate effectively (both orally and in writing) to a reasonable standard.  | In addition, Caretaker might be able to:use basic power tools and other equipment to make repairs and improvements;assess the quality of others’ work, and support and advise where necessary;anticipate and reduce risk where possible;devise a suitable record-keeping system for monitoring expenditure and stock levels;develop more efficient and cost-effective ways of working;show knowledge and understanding of Health and Safety regulations. |

|  |  |  |
| --- | --- | --- |
| **Personal qualities and attitudes** | EnthusiasmLoyalty, good timekeepingReliable, trustworthy and honestDemonstrates excellent social skillsFlexibilityInterest in caring for school pupils and staffTo be a proactive member of the school community  |  In addition, the Caretaker should have:An interest in professional self-development A willingness to contribute to the wider life  of the school |
| **Physical Requirements** | Fit and able to carry out dutiesAbility to work at high levels with appropriate equipmentAbility to deal with some manual handling |  |