**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 work  building maintenance DIY including decorating  Team 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** | Enthusiasm  Loyalty, good timekeeping  Reliable, trustworthy and honest  Demonstrates excellent social skills  Flexibility  Interest in caring for school pupils and staff  To 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 duties  Ability to work at high levels with appropriate equipment  Ability to deal with some manual handling |  |