

Lettings Caretaker - Person Specification

	JOB REQUIREMENT	Essential	Preferred	* How assessed
Qualifications, knowledge and experience	Awareness and understanding of working within a school environment		√	A, I & R
	Experience of dealing with the general public and contractors	√		A, I & R
	Experience of the safe usage and storage of chemicals and equipment		√	A & I
	Experience of using basic power tools and other equipment to make repairs and improvements		√	A & I
	Experience in maintaining a safe and clean external environment eg. Gritting carparks and walkways		√	A & I
	Experience of security requirements		√	A & I
	Experience in promoting and ensuring the health and safety of pupils, staff and visitors		√	A, I & R
	Basic ICT skills		√	A & I
	Knowledge of Health and Safety Legislation including:- Working at Height Regulations Electricity at Work Regulations Manual Handling Regulations		√	A & I
	A sound understanding of COSHH regulations in regards to the safe use and storage of cleaning products.		√	A & I
	Ability to deal with emergencies and problems	√		A & I
Personal and interpersonal	Good Team player	√		I & R
	Ability to work on own initiative	√		I
	Professional, friendly and approachable team player with a positive attitude	√		I & R
	Good timekeeping	√		I & R
	Committed to meeting the needs of the school, ensuring it is a safe, tidy, clean environment for students, staff, visitors and customers	√		A & I
	Willingness to attend site in an emergency	√		A & I
	Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload	√		A, I & R
	Flexible approach to hours, working patterns and duties	√		A & I

Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people.	√		I
	Enhanced DBS disclosure <i>(to be completed by preferred candidate following interview)</i> .	√		
	Willingness to undertake safeguarding training when required.	√		I

* A = by application, R = by references, I = assessed by Interview, T = task