



PERSON SPECIFICATION

Job title:	Caretaker
Working hours:	37 hours per week (exact working hours to be negotiated, between 6am - 5pm)
Salary:	Scale Points 7-12, Term Time + 5 weeks (final salary determination based on skill set)
Accountable to:	Facilities Manager

Skills and knowledge

Confidence in attending to minor repairs and decoration	Essential
Prior H&S training and experience of attending to H&S concerns	Desirable*
Use basic power tools and other equipment to make repairs and improvements	Desirable*
Working knowledge of common ICT applications, eg G Suite	Desirable
Ability to provide information, advice and guidance	Highly Desirable
Ability to keep accurate records and use school systems for logging compliance checks and H&S checks	Essential
Strong organisational skills/administrative skills	Essential

Qualifications/Attainment

Power tool and/or other relevant training	Highly Desirable
Adhering to and creating Health and Safety risk assessments	Essential*
Recent evidence of relevant development/ training	Highly Desirable

Experience

Working as part of a team	Essential
Previous experience of caretaking or similar	Desirable

Attitude/approach

Able to form good working relationships with colleagues, and to relate appropriately to students	Essential
Reliable and good time-keeper	Essential
Discreet and able to deal with confidential information appropriately	Essential
Hard working and well motivated, positive outlook	Essential
Willing and able to work independently and as part of a team	Essential
Able to show initiative and problem-solve	Essential
Caring but firm approach and empathy towards young people	Essential
Able to form effective working relationships with staff	Essential
Enthusiastic and committed to the aims/objectives of the school	Essential

Flexibility in the event of changing school priorities/needs	Essential
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*Training and support can be provided