## Person Specification

## School: Greatfields

**Job title:** Caretaker

*The table below outlines the essential and desirable criteria, which will be used to select the candidate(s) for this post*. *Evidence will be assessed from application form (A), interviews (I) and references (R)*

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| --- | --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** | **Assessment method** |
| Qualifications  and Knowledge | * Good levels of literacy and numeracy | * First aid qualification * Knowledge of Health & Safety and hygiene procedures and precautions * Knowledge of security, heating plant and other systems | A |
| Experience |  | * Experience of working in a school environment | A, I, R |
| Skills and Aptitudes | * Ability to follow clear instructions * Positive attitude to working with children and adults * Ability to carry out manual tasks i.e., climbing, lifting and moving items. * Effective time management skills * Ability to communicate effectively (both orally and in writing) * Willing to ‘go the extra mile’. |  | A, I, R |