# CARETAKER: PERSON SPECIFICATION

| Essential | Desirable | Evidence |
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| Qualifications and experience: | | |
| * Studied to a minimum standard of GCSE (grade A\*–C) or equivalent, in English and maths. * Relevant qualification/s or proven experience of one or more of the following: heating systems, plumbing, electrical/general/grounds or buildings maintenance, carpentry, decorating. * Substantial DIY and/or maintenance experience. * Full clean UK driving licence. | * Further education qualifications in related field/s. * Experience in working in the building/construction industry. * Experience of co-ordinating health and safety. * Experience of working in a school or similar establishment. * Experience of line-management of staff including a team. | Application form  Letter of application  References  Interviews  Certificate/s (to be available at interview) |
| Knowledge and skills: | | |
| * Ability to build and form good relationships with students, colleagues and other professionals. * Ability to work constructively as part of a team, understanding school roles and responsibilities including own. * Good verbal and written communication skills appropriate to the need to communicate effectively. * Good standard of numeracy and literacy skills. * Ability to absorb and understand a wide range of information and deal with confidential issues appropriately. * Ability to proficiently use office computer software including word- processing, spreadsheet, database and internet systems. * Ability to undertake all relevant or necessary training. * Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as health and safety. | * Working knowledge of construction/building regulations. * Working knowledge of maintenance and security systems and procedures. * Working knowledge of heating and ventilation systems. | Application form  Letter of application  References  Interviews |
| Personal qualities: | | |
| * Ability to reach and bend, and to carry out some heavy lifting. * Initiative and ability to prioritise one’s own work. * Able to follow direction and work in collaboration with line manager and leadership team. * Able to work flexibly to meet deadlines and respond to unplanned situations. * Efficient and meticulous in organisation. * Desire to enhance and develop skills and knowledge through CPD. * Able to work evening and weekends and attend out of hours emergencies. * Commitment to the highest standards of child protection and safeguarding. * Recognition of the importance of personal responsibility for health and safety. * Commitment to the school’s ethos, aims and its whole community. |  | Application form  Letter of application  References  Interviews |