# CARETAKER: PERSON SPECIFICATION

| Essential | Desirable | Evidence |
| --- | --- | --- |
| 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 formLetter of applicationReferencesInterviewsCertificate/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 formLetter of applicationReferencesInterviews |
| 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 formLetter of applicationReferencesInterviews |