

PERSON SPECIFICATION
MAINTENANCE CARETAKER (JD013)

	Essential	Desirable	How Identified
Knowledge / Qualifications			
Good basic level of numeracy/literacy skills including using a computer	X		Application / Interview
Minimum of 3 years' practical experience in plumbing, electrics and/or carpentry trade	X		Application / Interview
Practically based qualifications such as NVQ or City & Guilds qualification (or equivalent) which demonstrate competence in plumbing, electrics and/or carpentry		X	Application / Interview
Working knowledge of Health and Safety legislation (including COSHH regulations and manual handling procedures) and requirements in relation to maintenance work	X		Application / Interview
Legionella and asbestos trained		X	Application / Interview
Willingness to undertake further relevant training and to pass those skills on to other members of staff as appropriate	X		Interview
Experience			
Experience working in a reactive maintenance service environment (e.g. school/residential/healthcare setting)	X		Application / Interview / Reference
Experience of working in a school environment		X	Application / Interview / Reference
An ability to undertake a wide range of maintenance activities (including carpentry) to a high standard of workmanship	X		Application / Interview / Reference
Possess good working knowledge of general building maintenance	X		Application / Interview / Reference
Good communication skills to liaise effectively with a range of colleagues and students	X		Application / Interview / Reference
Experienced in the safe use of typical powered hand and bench tools	X		Application / Interview
Working knowledge of basic plumbing maintenance		X	Application / Interview
Evidence of a commitment to promoting the health, welfare and safeguarding of children	X		Interview / Reference
Personal Skills/Qualities			
Flexibility to deal with many and varied requests made on a daily basis	X		Interview / Reference
Proactive approach to effectively spot and report defects and damage	X		Interview / Reference
Proven ability to prioritise tasks appropriately	X		Interview / Reference
Ability to be self-reliant and work independently and unsupervised		X	Interview / Reference
Ability to work as a member of a team to assist colleagues in all general caretaking/other maintenance type duties	X		Interview / Reference

Able to participate with an on call rota and respond to emergency calls outside normal working hours	X		Interview / Reference
Other Requirements			
A commitment to safeguarding and promoting the welfare of students	X		Interview / Reference
Able to show a strong commitment to the ethos of the College	X		Interview
Excellent reliability, punctuality and professional conduct	X		Reference
Experience of working in an educational environment		X	Application / Interview
Commitment to continuing professional development	X		Application / Interview
Full, clean driving licence with a willingness and ability to drive the School's vehicles	X		Application / Interview
Live within a 30 minute travel radius of the main School site to ensure emergency call outs can be made within reasonable timeframe		X	Application / Interview
Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment and loads	X		Interview
Willingness to work outdoors in all weather conditions	X		Application / Interview