

**Caretaker**  
Person Specification

JOB REQUIREMENTS	ESSENTIAL	Essential	Preferred	* How assessed
Qualifications and experience	Literacy, numeracy and computer skills that enable the post holder to complete relevant documentation.	✓		A & I
	Manual Handling Qualification		✓	A
	Previous site maintenance experience	✓		A & I,R
	First Aid at Work Certificate		✓	A
	Understanding of Child protection Issues		✓	I
	Knowledge of building plant operation	✓		A & I,R
	Work in School environment		✓	A & I
Personal and interpersonal	Good communication skills	✓		I & R
	Ability to work on own initiative	✓		I
	Professional, friendly and approachable team player with a positive attitude	✓		I & R
	Good timekeeping	✓		I & R
	Committed to meeting the needs of the school, ensuring it is a safe, tidy, clean environment for students, staff, visitors and customers	✓		I
	Previous experience in similar post		✓	A & I,R
Special Skills and Aptitudes	Practical skills related to repairs and maintenance work	✓		A & I
	Ability to undertake projects related to site building improvements including painting, joinery and plumbing.	✓		A & I,R
	Flexible approach to hours, working patterns and duties	✓		I
	Gardening skills and techniques		✓	A, R & I
	Knowledge of Health and Safety Legislation	✓		A & I
	Understanding of Asbestos management, CCTV, Fire and intruder systems		✓	A & I
	Physically able to fulfil the duties of the role	✓		T & R
Staff Development	Flexible to working patterns	✓		I
	Willingness to participate in further training and development opportunities	✓		I

Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people	✓		I
	Enhanced DBS disclosure <i>(to be completed by preferred candidate following interview)</i>	✓		
	Willingness to undertake Child Protection training when required	✓		I

\* A = assessed by application, R = assessed by references, I = assessed by Interview,  
T = assessed by Task