



PERSON SPECIFICATION

Site Caretaker

	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • 5 GCSE's or equivalent including English and Math's 	<ul style="list-style-type: none"> • IOSH / H&S Qualification • First Aid training qualification • NVQ 2 or equivalent qualification • Fire Marshall qualification 	<ul style="list-style-type: none"> • Application form • Selection Process • Certificates
Experience	<ul style="list-style-type: none"> • Experience of caretaking or premises management, building cleaning & building management • Use of general cleaning equipment • Taking responsibility for security of a building • Experience of managing COSHH • Managing contractors • Problem solver 	<ul style="list-style-type: none"> • Use of commercial cleaning equipment • Use of commercial site maintenance equipment • Experience of working in a school or education setting • Experience of MIS system and reporting • Experience of managing people 	<ul style="list-style-type: none"> • Application form • Selection Process • References
Skills/knowledge	<ul style="list-style-type: none"> • To be able to carry out DIY and handyperson general repairs without guidance • Ability to lift and carry items • Ability to work at heights (roof access will be required) • Ability to follow and comply with instructions on equipment and/or materials usage • Ability to manage COSHH • Ability to carry out health and safety checks and maintain relevant records • Knowledge of fire safety legislation • Computer literate, good ICT and administrative skills • Basic level of skills • Knowledge of Security systems • Knowledge of relevant H&S policies / code of practice / legislations including COSHH, manual handling procedures and precautions • Willingness to participate in development and training opportunities • Good communication skills 	<ul style="list-style-type: none"> • Completed Pool plant operators course • Ability to manage MIS systems and reporting • Plumbing / Joinery skills • Financial acumen & pricing knowledge • Advanced – Creating reporting and schedules for stakeholders 	<ul style="list-style-type: none"> • Application form • Selection Process • References
Personal Qualities	<ul style="list-style-type: none"> • Demonstration of support to Christian values and the schools vision • Willingness to work as part of a team • Ability to work to deadlines • Ability to manage own work effectively • Ability to influence and negotiate • Ability to use own initiative, plan & action plans • Willing to work flexibly if required 		<ul style="list-style-type: none"> • Application form • Selection Process • References
Safeguarding	<ul style="list-style-type: none"> • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behavior's • Appropriate use of authority, maintaining discipline 		<ul style="list-style-type: none"> • Application form • Selection Process • References