



Person Specification Caretaker

Job Title:	Caretaker
Responsible to:	Health, Safety and Contracts Manager
Contracted Hours/Week:	37 hours per week, all year Alternate weeks early shift and late shift: Late Mon–Thurs 13:30-21:30, Fri 13:30-21:00 Early Mon–Thurs 07:00-15:00, Fri 07:00-14:30 During school holidays the late shift will be: Mon–Thurs 09:00-17:00, Fri 09:00-16:30
Contracted Weeks/Year:	All year

Main Job purpose:	Working under the direction of the Health, Safety and Contracts Manager, to ensure that the School's buildings, site, equipment and furnishings are safe, secure and maintained to standards defined by the school and legislation
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Category	Criteria	Essential or Desirable	Method of Assessment
Education, Qualifications & Experience	• Experience of DIY and/or the building industry or trades	Essential	Documentary evidence Application Form
	• Experience of carrying out repetitive manual handling tasks safely	Desirable	
	• D1 driving licence, experience of driving a van or minibus	Desirable	
	• First Aid	Desirable	
Skills, Knowledge and Understanding	• Ability to carry out general repairs including the use of basic power tools	Essential	Application Form References Interview
	• Knowledge of safe techniques for manual handling, working at heights and lone working	Essential	
	• Ability to be flexible to the demands of the job	Essential	
	• Confidence to work alone, use own initiative and prioritise own workload	Essential	
	• Ability to work effectively under pressure	Essential	
	• Ability to respond effectively and professionally to queries	Essential	
	• Ability to find innovative ways of problem solving	Essential	
	• Ability to handle confidential information with discretion	Essential	
	• Effective verbal communication skills	Essential	
	• Effective numeracy skills	Essential	

Personal and Professional Qualities	<ul style="list-style-type: none"> Strong commitment to customer care and to delivering high quality services 	Essential	Application Form References Interview
	<ul style="list-style-type: none"> Self-motivated 	Essential	
	<ul style="list-style-type: none"> Deal with emergencies and problems in a positive manner with a calm approach 	Essential	
	<ul style="list-style-type: none"> Be physically fit in order to walk the site, lift and carry furniture and equipment 	Essential	
	<ul style="list-style-type: none"> Suggest ways to improve the site and buildings 	Essential	
	<ul style="list-style-type: none"> Use of cleaning equipment 	Essential	
	<ul style="list-style-type: none"> First Aid knowledge / skills 	Desirable	
Safeguarding	<ul style="list-style-type: none"> Clear understanding of Safeguarding requirements and how to promote the welfare of children (training will be provided) 	Desirable	Reference Interview
	<ul style="list-style-type: none"> Ability to maintain appropriate relationships and personal boundaries with students 	Essential	
Other	<ul style="list-style-type: none"> Eligibility to work in the UK 	Essential	Application Form Interview
	<ul style="list-style-type: none"> Appointment subject to enhanced DBS and validated references 	Essential	