

# Person Specification

## Caretaker

Criteria	Essential	Desirable
<b>Qualifications</b>		
Electrics		X
Plumbing		X
Health & Safety		X
Legionella		X
Asbestos		X
<b>Experience</b>		
Awareness of Health & Safety	X	
Ability to use tools for making minor repairs	X	
Experience of undertaking general cleaning duties	X	
Experience of carrying out minor repairs		X
Experience of working as part of a team	X	
<b>Knowledge and Skills</b>		
Promotion and maintenance of a clean, tidy, safe and hygienic school environment which gives a positive image of the school to children, staff, parents and visitors.	X	
Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests.	X	
Able to work with minimum supervision, whilst taking direction well when required.	X	
Flexible approach	X	
Attention to detail	X	

Ability to carry out general caretaking and cleaning duties as detailed in the Job Description.	X	
Ability to converse at ease with colleagues, pupils and external visitors/suppliers and provide advice in accurate spoken English.	X	
A clean driving license.	X	
Knowledge of Health & Safety procedures and precautions		X
Knowledge of COSHH regulations		X
Knowledge of moving and handling procedures		X
Willingness to participate in development and training opportunities.	X	
Team Leading Skills		X
<b>Personal Qualities</b>		
Ability to establish and maintain good relationships with all children, parents/carers, colleagues, contractors and other professionals.	X	
Ability to deal successfully with situations that may include tackling difficult situations.	X	
Self-motivated	X	
Punctual	X	
Good verbal communication skills	X	
Present a positive personal image, contributing to a welcoming environment.	X	
<b>Other Requirements</b>		
Enhanced DBS clearance	X	
Have an acceptance of, and a strong commitment to, Northern Star Academies Trust policies in relation to equality and safeguarding and promoting the welfare of all children, young people, and vulnerable adults.	X	
Must be legally entitled to work in the UK	X	

Possess the physical abilities to undertake the duties associated with the post and meet the demands of the role.	X	
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