**Person Specification**

**Caretaker**

| **Criteria** | **Essential** | **Desirable** | **How identified**  A -Application  R - References  I - Interview |
| --- | --- | --- | --- |
| **Education / Training** | * Good basic literacy and numeracy skills * Knowledge of health & safety legislation relating to the role * Willingness to attend and complete courses relating to cleaning, caretaking and health and safety. | * H&S qualification * Asbestos Awareness * First Aid qualification (or willingness to undertake) | A, I |
| **Experience** | * Experience of undertaking minor repairs and building maintenance in any setting | * Experience of cleaning and caretaking duties * Knowledge of the duties of a caretaker in a school * Knowledge and interest in general DIY * Experience of carrying out risk assessments * Knowledge of Health and Safety, COSHH, Asbestos & Legionella regulations | A, R, I |
| **Skills and Abilities** | * Competent DIY skills and ability to undertake general building and site maintenance and carry out minor repairs * Ability to organise, prioritise and complete tasks effectively * Ability to work alone as well as part of the whole school team * Ability to follow instructions and use equipment safely * Punctual and reliable * Able to use own initiative to solve problems * Ability to follow instructions and achieve objectives within given deadlines * Ability to carry out health and safety checks and maintain log books/records * Ability to communicate effectively with pupils, parents, staff and members of the general public * Ability to use computer systems for communication/recording and training purposes | * Knowledge of heating and security systems * Ability to supervise staff and manage workload * Familiar with EVERY compliance system | A, R, I |
| **Personal Qualities** | * Resilient, tactful and diplomatic even when under pressure * Ability to work flexibly and proactively, collaborative in approach * Trustworthy, reliable and hardworking * A proactive approach to work | * Willingness to be involved in the whole life of the school | A, R, I |
| **Circumstances** | * Enhanced clearance from the Disclosure and Barring Service * A willingness to work unsocial hours * A commitment to Health and Safety principles |  | A, R, I  Enhanced DBS check |