**Person Specification**

**Caretaker**

| **Criteria** | **Essential** | **Desirable** | **How identified**A -ApplicationR - ReferencesI - Interview |
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| **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, IEnhanced DBS check |