

## PERSON SPECIFICATION

JOB TITLE: Caretaker

GRADE BG7

ESSENTIAL (Must have)	DESIRABLE (Should have)
<p><b>Knowledge &amp; Experience</b></p> <p>Proven knowledge and experience of building maintenance and/or facilities management (which is equivalent to GNVQ 2 level).</p> <p>An up-to-date knowledge of how to meet service users' needs through effective facilities management, including:</p> <ul style="list-style-type: none"> <li>• site safety &amp; security</li> <li>• ensuring the delivery of external service contracts to agreed standards</li> <li>• making sure that stock control and ordering systems are efficient</li> <li>• recommending and undertaking repair and maintenance work</li> </ul> <p>Willing to obtain a GNVQ level 2 in a relevant subject if not already qualified.</p> <p>First Aid qualification and experience, or willingness to qualify within first 6 months</p>	<p><b>Knowledge &amp; Experience</b></p> <p>Previous experience of working within a school (or related) environment.</p> <p>A full 'time served' trade qualification or equivalent experience (e.g. City &amp; Guilds) <i>and/or</i></p> <p>A GNVQ 3 (or equivalent, e.g. BTec, and including relevant experience) in a facilities management discipline</p> <p>A good understanding of Equal Opportunities policies</p> <p>A thorough awareness of the over-arching legislative framework for the role and organisation.</p> <p>Trained in relevant policies and procedures, and in particular Health &amp; Safety (e.g. COSHH &amp; Fire Safety).</p>
<p><b>Abilities &amp; Aptitudes</b></p> <p>Proven time &amp; priority management skills.</p> <p>Capable of working autonomously.</p> <p>Comfortable working with and around children and adults.</p> <p>Effective inter-personal skills, including:</p> <ul style="list-style-type: none"> <li>• supervising a team and sub-contractors</li> <li>• ensuring that the customer is put first (including pupils and parents, and external site users)</li> <li>• demonstrating a flexible, responsive and self-motivated attitude</li> </ul>	<p><b>Abilities &amp; Aptitudes</b></p>

**LINE MANAGER** Premises Manager **Date** April 2024.