



**PERSON SPECIFICATION – Caretaker**

| Person Specification                   | Essential   | Desirable   | Recruiting Method                      |
|--|---|---|--|
| <b>Education and Training</b>          | Level 2 NVQ in a recognised trade or GCSE's level qualifications plus suitable trade certificates<br><br>Basic Health & Safety qualification<br><br>Lifting & manual handling training  | High level cleaning safety training   | Application<br>Certificates            |
| <b>Skills and Experience</b>           | Physical fitness<br><br>Able to work unsocial hours<br><br>Good standard of practical knowledge, skills and experience of building and grounds maintenance work   | Experience of work in a school or similar environment<br><br>Experience of being a key holder<br><br>Budget and stock management experience | Application<br>Interview<br>Assessment |
| <b>Specialist Knowledge and Skills</b> | Good communication and team working skills<br><br>Experience of accurate record keeping<br><br>Attention to detail<br><br>Good IT skills<br><br>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people<br><br>Demonstrates an awareness, understanding and commitment to equal opportunities | Knowledge of specialist equipment maintenance<br><br>Knowledge of COSHH<br><br>Knowledge and experience of using Smart Log                  | Application<br>Interview<br>Assessment |
| <b>Behaviours and Values</b>           | Self-motivated & enthusiastic<br><br>Able to undertake physically demanding work<br><br>Comfortable with children and young people<br><br>Acceptance of different attitudes<br><br>Patient, friendly and polite approach<br><br>Trustworthy and honest  |   | Application<br>Interview<br>Assessment |

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.