

Personal Specification

Job Title	Caretaker	
Knowledge and Experience	Essential Criteria An understanding of the main Health & Safety Regulations, including COSHH and risk assessment, and how they apply in a school environment. • A sound knowledge of the building cleaning standards contained in the Building Cleaning specification. • Experience of carrying out specialist building maintenance work, within the reasonable capacity of a normal handyperson • Ability to carry out repair and maintenance work with expertise in DIY – e.g. woodwork, plumbing, painting and decorating skills • Experience of keeping work records	Desirable Criteria Experience of working within an educational setting
Skills and Abilities	Ability to undertake a range of caretaking and cleaning duties and maintenance and repair tasks. • Ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date. • Ability to act on own initiative, dealing with any unexpected problems that arise. • Ability to demonstrate good interpersonal skills to communicate with a range of people and students. • Ability to provide high quality supervision to support the Site Manager in working with the Cleaning Staff. • Ability to inspect and record the work of others. • Ability to work effectively and supportively as a member of the school team.	• Evidence of recent training • Training qualifications

Education & Qualifications	Numeracy, literacy, and communication skills are essential	GCSE Grade C or above in English and Math's (or equivalent)
Personal Attributes	• Ability to work well within a team. • A person who is quick to learn with an enthusiastic and positive attitude • The ability to work effectively under pressure. • Highly motivated and proactive • A person who presents a friendly and professional image whilst maintaining a sense of calm. • Willing to work flexibly with colleagues • Passionate about delivering excellent customer service • Ability to demonstrate commitment to Equal Opportunities • Willingness to participate in further training and developmental opportunities offered by the school to further your knowledge.	
Other	• An enhanced DBS check will be needed for this post.	