



Person Specification

JOB TITLE:	Caretaker
DATE:	October 2024
STATUS:	Final

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
Knowledge and qualifications					
1. N.V.Q. Level 2 Cleaning Building Interiors or equivalent.	E	✓			✓
2. National Level 1 qualification in English and Maths or equivalent.	E	✓			✓
3. Understanding of key health and safety issues.	D	✓		✓	
4. Understanding of service delivery and KPI's.	D	✓		✓	
5. Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.	D	✓		✓	
Experience					
6. Experience of complying with Health and Safety Legislation.	E	✓		✓	
7. Experience of site management activities including dealing with health and safety issues and maintenance tasks.	E	✓		✓	
8. Experience of a similar role in a school environment.	D	✓		✓	
9. Experience of supervising staff or managing a team.	D	✓		✓	

10. Knowledge and trade experience (of one or more of the following): building maintenance work e.g. plumbing, carpentry, electrical, grounds.	D	✓		✓	
Skills and competencies					
11. Able to work well with a team of other staff, communicating accurately both verbally and written.	E	✓		✓	
12. Competent using ICT for administrative duties.	E	✓		✓	
13. Ability to work both independently with minimal supervision.	E	✓		✓	
14. Ability to use own initiative to manage a demanding workload with frequently changing priorities.	E	✓		✓	
15. Flexible approach with the ability to adapt to changing routines and deal with unexpected circumstances.	E	✓		✓	
16. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	✓		✓	
Other					
17. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role.	E	✓			✓
18. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role.	E				✓
19. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible.	E	✓	✓	✓	