**Oaklands School**

**Person Specification for Caretaker**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Essential | Desirable | Assessed via |  |  |
| **Qualifications;** | | | | | |
| NVQ or equivalent in a relevant subject |  | 🗸 | Application form  Certificates checked at interview |  |  |
| Health and Safety Qualification |  | 🗸 |  |  |
| GCSE pass grades (C or above) in English, maths  *or equivalent* | 🗸 |  |  |  |
| **Experience;** | | | | | |
| Experience working in a school or similar environment |  | 🗸 | Application form |  |  |
| Experience managing building services | 🗸 |  | Application form |  |  |
| Supervision of staff | 🗸 |  | form |  |  |
| **Knowledge and Skills** | | | | | |
| Understands the needs of students and staff with severe learning difficulties and the issues this may raise for site tasks. |  | 🗸 | interview |  |  |
| Detailed knowledge of current Health and Safety regulations and record of maintaining Health and safety processes in a large building environment | 🗸 |  | task |  |  |
| Maintenance of swimming pools |  | 🗸 | form |  |  |
| Able to, speak and write in grammatically correct English | 🗸 |  | Interview/task |  |  |
| Ability to speak more than one language |  | 🗸 | interview |  |  |
| Able to drive a minibus |  | 🗸 | interview |  |  |
| Understands safeguarding procedures relating to the role | 🗸 |  | interview |  |  |
|  |  |  |  |  |  |
| **Personal Qualities** | | | | | |
| The candidate is willing to put our student’s needs at the centre of all they do at work. | 🗸 |  | interview |  |  |
| Excellence record in both attendance and punctuality. Not in Management of Absence process. | 🗸 |  | Reference |  |  |
| Able to work in a team, taking a leading role and supporting less experienced team members | 🗸 |  | Interview  task |  |  |
| Able to work under own initiative when the situation demands this | 🗸 |  | Task in tray |  |  |
| Sensitivity to the challenges faced by students, staff and families |  | 🗸 | Task in tray |  |  |
| Approachable, polite and professional | 🗸 |  | Interview |  |  |
| Resilient. Able to meet demands of a challenging high pressured environment and deal with emergencies when required | 🗸 |  | interview |  |  |
| Flexible. Able to manage last minute changes when required | 🗸 |  | interview |  |  |
| Physically able to undertake all aspects of the role | 🗸 |  | interview |  |  |
| High expectations of self and others | 🗸 |  | interview |  |  |
| Well-groomed and presented in line with requirement of the role. | 🗸 |  | interview |  |  |
| Committed to equality of opportunity for all | 🗸 |  | interview |  |  |