

<b>CARETAKER PERSON SPECIFICATION</b>	
<b>AREAS</b>	<b>DESIRABLE CRITERIA</b>
<b>QUALIFICATIONS AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of caretaking and/or buildings maintenance/security.</li> <li>• Up-to-date first aid qualification.</li> <li>• Good knowledge of security and other building systems.</li> <li>• Ability to undertake DIY tasks.</li> <li>• Good understanding of Health &amp; Safety.</li> </ul>
<b>PRESFESSIONAL QUALITIES AND INTERPERSONAL SKILLS</b>	<ul style="list-style-type: none"> <li>• Unquestionable integrity.</li> <li>• Total commitment to the highest standards of professionalism whilst retaining an approachable manner and sensitivity to all.</li> <li>• Good organisational skills.</li> <li>• Communicates enthusiasm and energy.</li> <li>• Resilience, perseverance and optimism in the face of difficulties and challenges.</li> <li>• Ability to form and sustain effective working relationships with staff, parents and governors.</li> </ul>
<b>COMMUNICATION</b>	<ul style="list-style-type: none"> <li>• Good literacy skills.</li> <li>• Ability to complete forms, reports and write letters.</li> <li>• Ability to negotiate effectively to achieve best outcomes.</li> <li>• Ability to manage difficult or controversial exchanges.</li> </ul>
<b>WORKING WITH CHILDREN AND OTHERS</b>	<ul style="list-style-type: none"> <li>• Understand and apply the school's behaviour management policy.</li> <li>• Understand the role of others working in and with the school.</li> <li>• Ability to establish rapport and respectful and trusting relationships with others.</li> </ul>
<b>KNOWLEDGE, UNDERSTANDING &amp; SKILLS</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills.</li> <li>• Ability to remain calm under pressure.</li> <li>• Ability to manage own time effectively</li> <li>• Demonstrate a flexible approach.</li> <li>• Understand and implement child protection procedures.</li> <li>• Ability to prioritise and manage time effectively in order to meet deadlines.</li> <li>• Understand procedures and legislation relating to confidentiality.</li> <li>• Awareness of and commitment to equality.</li> <li>• Demonstrate a clear commitment to develop and learn in the role.</li> <li>• Ability to effectively evaluate own performance.</li> </ul>
<b>BEECHWOOD SPECIFIC REQUIREMENT</b>	<ul style="list-style-type: none"> <li>• A good attendance and punctuality record.</li> <li>• Willingness to 'go the extra mile'.</li> <li>• Sense of humour.</li> <li>• Patience.</li> <li>• Flexible and adaptable.</li> <li>• Work as part of a close team.</li> <li>• Able to think creatively to anticipate, solve problems and compromise when required.</li> </ul>