

Person Specification

Caretaker (Level 3), Grade 6 (SCP 8-11)

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ➤ NVQ 3 OR equivalent qualification or willingness to work towards ➤ Good numeracy/literacy skills/GCSE Maths and English. ➤ Specific training in specialist area. 	
Work or relevant experience	<ul style="list-style-type: none"> ➤ Caretaking/cleaning/site-keeping experience in a school or similar environment. ➤ Supervisory experience ➤ Providing training to staff 	
Knowledge and Understanding	<ul style="list-style-type: none"> ➤ Knowledge of Health & Safety procedures and precautions. ➤ Knowledge of COSHH regulations. ➤ Awareness of health & hygiene procedures. ➤ Knowledge of moving and handling procedures. ➤ Willingness to develop knowledge of use of ICT and other specialist equipment / resources. ➤ Working knowledge of relevant policies / codes of practice / legislation. ➤ Ability to self-evaluate learning needs and actively seek learning opportunities. ➤ Ability to relate well to children and adults. ➤ Team – leading skills. 	
Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> ➤ Sufficiently fluent in spoken English to ensure effective performance in the role 	
Personal qualities	<ul style="list-style-type: none"> ➤ Ability to work with others in a team situation. ➤ Self-motivation and initiative. ➤ Ability to organise and to meet deadlines. ➤ Ability to work under pressure. ➤ Flexible. 	

	<ul style="list-style-type: none">➤ Reliable.➤ Sense of humour.	
Special Conditions	<ul style="list-style-type: none">➤ Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.	