

Person Specification – Caretaker Supervisor

No.	Area	Essential	Desirable
1	Qualifications and Training		
1.1	Risk assessments and Compliance awareness		✓
1.2	Legionella awareness		✓
1.3	Asbestos Awareness		✓
1.4	Use of a range of basic tools and machinery	✓	
1.5	Contractor management	✓	
1.6	Qualifications in a skilled trade (e.g. plumbing)		✓
2	Experience		
2.1	Experience in buildings maintenance and/or a caretaking/trade	✓	
2.2	Good knowledge of security, heating plant and other building systems	✓	
2.3	Ability to undertake a variety of DIY tasks	✓	
2.4	Working with contractors and keeping buildings compliant	✓	
2.4	Good knowledge of Health and Safety	✓	
2.5	Basic IT skills	✓	
3	Knowledge and skills		
3.1	Possess the ability to work under pressure and meet deadlines	✓	
3.2	Excellent communication and organisational skills	✓	
3.3	Able to build and maintain successful and purposeful relationships with staff and contractors	✓	
3.4	A commitment to safeguarding and the welfare of children and young people	✓	
3.5	Able to maintain accurate and timely records	✓	
3.6	The ability to carry out duties without supervision	✓	
3.7	Flexible and adaptable with a positive attitude	✓	