

## PERSON SPECIFICATION

### TRUST CARETAKER

Staploe Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Attributes	Essential	Desirable
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills</li> <li>• Basic ICT literacy</li> </ul>	<ul style="list-style-type: none"> <li>• First aid trained or willingness to be trained</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in caretaking, buildings maintenance, portering or similar</li> <li>• Previous experience of carrying out repairs not requiring a contractor</li> <li>• Experience of observing and reporting health &amp; safety concerns</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of caretaking in a school or similar establishment</li> <li>• Basic gardening skills</li> </ul>
<b>Skills, Knowledge and Aptitude</b>	<ul style="list-style-type: none"> <li>• Able and confident to work without direct supervision</li> <li>• Co-operative with colleagues</li> <li>• A positive attitude to problem solving</li> <li>• Flexibility to accommodate the needs of the Trust</li> <li>• Able to use equipment relevant to the post</li> <li>• Able to complete basic paperwork</li> <li>• Basic DIY skills</li> <li>• Able to recognise the importance of ensuring a safe and secure environment</li> <li>• Able to respond appropriately to straightforward maintenance problems</li> <li>• Good communication skills</li> <li>• Good organisational skills – able to prioritise workload</li> <li>• Ability to work constructively as part of a team, understanding Trust roles and responsibilities including own</li> <li>• A full, clean UK driving licence and access to their own vehicle</li> <li>• Ability to converse at ease and provide advice and information in accurate spoken English</li> </ul>	<ul style="list-style-type: none"> <li>• Skilled in a trade relevant to the post, e.g plumbing, carpentry, handyman</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness to be flexible</li> <li>• Willingness to undertake further training/development opportunities</li> <li>• Evidence of relevant professional development</li> </ul>	



	<ul style="list-style-type: none"> <li>• A commitment to developing the professional skills of yourself and others</li> </ul>	
<b>Personal /physical attributes:</b>	<ul style="list-style-type: none"> <li>• Able to stand for long periods</li> <li>• Polite and friendly manner to staff, children, parents, contractors and visitors</li> <li>• Good listening skills</li> </ul> <p>Able to attend rapid response callouts, e.g. burglar alarm, outside normal shift hours.</p>	

**You must meet the essential criteria in order to be shortlisted for this post and it would be advantageous if you meet the desirable criteria.**