

CARETAKER

Person Specification



CRITERIA	ESSENTIAL	DESIRABLE
Personal Characteristics	• Excellent communications skills, both verbal and written, and IT literate • Ability to work cooperatively and flexibly under pressure and remain calm in varied or difficult situations • Ability to work on own initiative • Keen to develop professionally and learn new skills, processes and systems • Proactive, self-motivated and able to problem solve • Hold positive values and attitudes and adopt high standards of behaviour in a professional role • Ability to maintain confidentiality and act with discretion • Motivated to work with children in an educational setting, recognising and maintaining personal boundaries with children • A demonstrable commitment to safeguarding children • Be on call for emergencies • Flexible over working hours according to the needs of the School	
Qualifications / Training	• Confidence on a PC using email and Word packages (MS Office)	• Maths & English GCSE or equivalent at Grade C / Grade 4 or better • Basic training or handyperson skills in one or more of the following: ○ plumbing ○ general and grounds maintenance and DIY ○ electrical/building maintenance ○ heating systems

		○ decorating • IOSH Health & Safety Training • Valid driving licence • First Aid at Work qualification (or willingness to undertake) • Recognised training/qualifications associated with premises / facilities management or caretaking • Lifting and Handling awareness
Experience		• Experience of working in a School or similar environment in a caretaking or cleaning capacity • Experience of and competence at basic building repairs and maintenance (including heating, plumbing, carpentry, electrical maintenance, decoration) and grounds maintenance • Use of small industrial / electrical / mechanical equipment • Experience of applying regulations such as Health & Safety, manual handling, COSHH etc. • Experience supervising teams • Experience of overseeing and communicating effectively with contractors
Knowledge and Skills	• Ability to work flexibly • Excellent organisation skills • Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post • Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school, while being able to be reactive when needed	• Knowledge of school and issues relating to education • Knowledge of the operation of heating, ventilating systems and common causes of malfunctions and energy efficiency measure • Knowledge of security systems and related procedures • Knowledge of relevant Health & Safety requirements

	• Ability to demonstrate an understanding of children and contribute to the life of the school • Ability to adhere to the school's policies and procedures and most importantly Safeguarding, Equal Opportunities policy and all Health & Safety related policies <i>N.B. School does 'buy in' support from external third party contractors where the skills and expertise of a specialist tradesperson are required.</i>	
Physical Requirements <i>(where the applicant / post holder has a disability, every effort will be made to make reasonable adjustments to enable them to carry out the duties of the post)</i>	• Physical ability to carry out manual handling tasks, e.g. lifting, climbing and moving of items	

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