



Person Specification / Selection Criteria

Premises

Level 4

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of maintaining buildings to a required standard	E		A, I
Handy person or DIY experience		D	A, I, R
Experience of supervising staff		D	A, I
Experience of cleaning building interiors	E		A, I
Previous experience of caretaking/grounds maintenance in a school or similar environment	E		A, I

B. Training and Qualifications

	Essential	Desirable	Source
NVQ Level 2 relevant discipline (Caretaking, Cleaning,) or willingness to undertake	E		A
Basic Health & Safety Certificate		D	
Willingness to undertake relevant training e.g. COSHH, health and safety at work	E		A, I



C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Understanding of COSHH requirements	E		A, I
Knowledge of health and safety at work regulations for example moving and handling		D	A, I
Willingness to undertake further relevant training as required	E		A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to use/operate a range of equipment relevant to the post	E		A, I
Ability to complete routine paperwork and keep accurate records	E		I
Ability to undertake basic DIY tasks	E		A, I
Ability to supervise staff		D	A, I
Ability to use initiative to respond to routine problems	E		A, I
Ability to prioritise own tasks and those of others	E		A, I
Ability to recognise the importance of ensuring a secure and safe environment	E		A, I
Ability to take direction to complete a range of maintenance/cleaning tasks	E		A, I
Ability to respond to routine maintenance problems	E		I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I

