



Person Specification / Selection Criteria

Premises

Level 3

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of maintaining buildings/grounds and/or gardens to a required standard	E		A, I
Previous experience of caretaking/grounds maintenance in a school or similar environment		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
NVQ Level 1 in relevant discipline (Caretaking, Cleaning,) or willingness to work towards it	E		A
Willingness to undertake further relevant training for examples NVQ level 2, 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		D	A, I
Knowledge of health and safety at work regulations for example moving and handling	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 a range of equipment relevant to the post	E		A, I
Ability to complete basic paperwork	E		I
Ability to undertake basic DIY as directed	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 tasks	E		A, I
Ability to respond to straightforward maintenance problems	E		I

E. Legal Issues

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

