

PERSON SPECIFICATION



POST: Caretaker (H3)

A. Education, Qualifications and Training

Essential: Current First Aid qualification or willingness to undertake training to become a qualified First Aider
A clean driving licence which complies with the minimum standards for driving a mini bus e.g. D1 entitlement

Desirable Completed secondary education
Training in Health & Safety, PAT testing, working at heights, manual handling etc.

B. Experience

Essential: Experience of carrying out basic DIY tasks

Desirable: Previous experience of working in a premises role in a school or public building
Experience of cleaning in a work environment
Proven experience in carrying out maintenance in a school or similar organisation

C. Skills and Personal Characteristics

Skills

Essential: Proven ability to work both as part of team and alone without supervision
Good basic DIY skills
Good oral communication and ability to portray a positive image of the school
To have an understanding of and a commitment to child welfare and safety

Desirable: Ability to work in an organised manner and use initiative

Personal Characteristics

Essential: Good timekeeper, organised, motivated, hardworking with a sense of humour.
Reliable and trustworthy
Flexible attitude to working hours e.g. ability to cover evening shifts on occasions when colleagues are absent

Desirable: Mature attitude which inspires confidence in those you have contact with

March 2018