



CARETAKER – PERSON SPECIFICATION

| ATTRIBUTES | ESSENTIAL | DESIRABLE |
|-----------------------------|--|---|
| Qualifications | <ul style="list-style-type: none"> • Skills and/or experience in one or more of the following: general, grounds & building maintenance. • Literate & numerate. | <ul style="list-style-type: none"> • Recognised qualifications in relevant areas, time served in building trade or apprenticeship or other relevant experience. |
| Experience | <ul style="list-style-type: none"> • Considerable DIY experience. • Experience of undertaking responsibility for the care & maintenance of premises. • Experience of working as part of a team. | <ul style="list-style-type: none"> • Experience of working in a school environment. • Experience in the building industry. • Previous key holder responsibilities. • Experience of using specialist equipment ie scaffold, ladders. |
| Knowledge | <ul style="list-style-type: none"> • Awareness of COSHH regulations. • An understanding of & a commitment to safeguarding & promoting the welfare of children. | <ul style="list-style-type: none"> • Knowledge of the organisation, administration, aims & objectives of the school. • Knowledge of maintenance & security systems & procedures. • Knowledge of the operation of heating, ventilation systems & common causes of malfunctions. |
| Skills & Ability | <ul style="list-style-type: none"> • Skills in carpentry/joinery or painting to competent DIY standard. • Ability to undertake heavy lifting & other strenuous tasks, requiring an appropriate level of physical fitness. • Ability to maintain and complete accurate Health and Safety checks. • Ability to work evenings & weekend on an irregular basis & to deal with occasional emergencies outside of normal working hours. • Ability to respond calmly to emergencies. • Organisational skills to facilitate lettings. • Ability to communicate & liaise effectively with persons at all levels & deal with contractors. • Ability to prioritise & organise own tasks with minimum supervision & to work to agreed targets. • Desire & willingness to learn new skills, & respond positively to advice & guidance. | |