**PARKSIDE ACADEMY**

**PERSON SPECIFICATION – ASSISTANT CARETAKER**

The successful candidate will have initiative, be flexible, trustworthy, a good team player, and be committed to high standards.

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| Qualification and Experience | Basic Literacy and Numeracy skills* Willingness to participate in training essential to the post
* A current valid driving licence
 | * Evidence of continued training
* First Aid Certificate
* Manual handling experience
* Experience of working in a school environment
 | Application  |
| Skills and Abilities | * Knowledge of Health and Safety Issues
* Ability to undertake minor repairs
* Ability to report repairs
* Excellent communication skills
* Good inter-personal skills
* Good health and attendance record
 | * Ability to undertake manual repairs
 | ApplicationReferencesInterview |
| Other Requirements | * Pro-active approach to work
* Discretion and confidentiality
* Ability to use initiative and to make decisions and prioritise
* Excellent team player
* Good sense of humour, patience and understanding
* A clam, considered personality, trustworthy and hardworking
* A good work ethic
 | An appreciation of difficulties of working a split shiftThe ability to work unsupervised and prioritise own workload  | Application ReferencesInterview |