**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 | Application  References  Interview |
| 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  References  Interview |