**DURHAM TRINITY SCHOOL & SPORTS COLLEGE**

**PERSON SPECIFICATION**

**CARETAKER**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| Application | * Fully completed Durham County Council Support Staff Application Form
* 2 professional references (one from present or most recent employer) which will be taken up prior to shortlisting
 | * Letter of application
 | Application form |
| Qualifications | * Basic literacy and numeracy skills
* Willingness to participate in training essential to the post
 | * Evidence of continued professional development
* MIDAS trained
 | Application FormReferences |
| Experience | * Commitment to and pride in previous jobs/roles undertaken
* Caretaking, Handyperson or DIY experience
 | * Experience of working in a premises role
* Experience of swimming pool maintenance
 | Application FormReferencesInterview |
| Skills, Knowledge and Aptitude | * Knowledge of health and safety issues
* Ability to undertake minor repairs
* Ability to report repairs
* Ability to deal with emergencies
* Excellent communication skills
* Good inter-personal skills
* Ability to use own initiative
 | * Ability to carry out minor plumbing jobs
 | Application FormReferencesInterview |
| Personal Attributes | * Pro-active approach to work
* Adopts confidentiality and discretion as appropriate
* Ability to prioritise tasks
* Flexibility
* Ability to use initiative and to make decisions
* Excellent team player
* Good sense of humour, patience and understanding
* Trustworthy and hardworking
* A good work ethic
 |  | Application FormReferencesInterview |