**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 Form  References |
| 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 Form  References  Interview |
| 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 Form  References  Interview |
| 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 Form  References  Interview |