

**Person Specification: Caretaker/Handyperson**

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| Area | **Essential** | **Desirable** | **How evidenced** |
| **QUALIFICATIONS AND EXPERIENCE** | * Possess sufficient literacy and numeracy skills to be able to carry out role effectively
* Some knowledge and awareness of Health and Safety issues
 | * Time served tradesperson
* Experience of working in a similar role in a school or educational establishment
 | * Application form
* Interview
* References
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| **SKILLS/KNOWLEDGE** | * Ability to carry out repairs and maintenance tasks (not requiring a qualified craftsperson) competently and within a reasonable time
* Ability to use tools competently and safely
* Ability to work unsupervised
* Willingness and ability to clean designated areas competently to a high standard
* Possess the social skills necessary to communicate effectively and politely with colleagues and visitors
* Confidence to manage cleaning staff
 | * Knowledge of horticulture
* Experienced gardener
* Use of pesticides
* Plumbing Skills
* Joinery skills
* ICT skills relating to record keeping
 | * Application form
* References
* Interview
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|  **PERSONAL QUALITIES** | * Reliable
* Trustworthy
* Hardworking
* Flexible enough in attitude to be able to deal positively with the unexpected challenges and changes to routine that are, from time to time, an inevitable part of school life
* Friendly
* Optimistic outlook
* Ability to display Initiative
* Be a good role model to pupils
 |  | * References
* Interview
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