

**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 |
| **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 |
| **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 |