**Person Specification – Caretaker**

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| **Category** | **Essential** | **Desirable** |
| **Qualifications & Training** | * A good basic level of numeracy and literacy skills
 | * Level 2 Award inappropriate qualification
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| **Experience** | * Maintenance experience
* Ability to undertake general maintenance tasks
 | * Experience of working in a school environment
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| **Knowledge & Skills** | * Basic understanding of health and safety
* Basic knowledge of using a computer
 | * Working knowledge of health and safety procedures and regulations, eg COSHH
* Knowledge of moving and handling procedures Knowledge of cleaning procedures required to meet specified standards
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| **Professional Development** | * Willingness to learn to use specialist equipment
* Willingness to attend CPL and training courses as required
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| **Personal Qualities** | * Must have a flexible approach to working hours
* Ability to work as part of a team
* Ability to work in accordance with the school’s health and safety policies and the code of safe working practice for caretaking premises staff
* Ability to work to deadlines
* Ability to work on own initiative Ability to lift and carry items Ability to communicate well
* Ability to respond calmly to emergencies
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| * **Note** ~ The successful candidate will be subject to a fully enhanced DBS disclosure
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