**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 |
| **Experience** | * Maintenance experience * Ability to undertake general maintenance tasks | * Experience of working in a school environment |
| **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 |
| **Professional Development** | * Willingness to learn to use specialist equipment * Willingness to attend CPL and training courses as required |  |
| **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 |  |
| * **Note** ~ The successful candidate will be subject to a fully enhanced DBS disclosure | | |