

### Person Specification

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| **Department**: Premises | **Job Title**: Caretaker/Site Supervisor |

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| Education/Qualifications/Training: Good literacy & numeracy skillsGood communication skillsAttendance at courses related to cleaning, caretaking or health & safetyEnthusiastic, skilled and dedicated person to take on this extremely important role in the school. |

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| Experience:Experience of caretaking or premises where possible but not essentialManagement, building cleaning or building managementUse of general cleaning equipmentDIY skillsTaken responsibility for security of a buildingKnowledge of security systemsUse of commercial cleaning equipmentUse of commercial site maintenance equipment |

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| Skills/Knowledge/Understanding: To be able to carry out general repairs without guidanceAbility to lift and carry itemsAbility to follow and comply with instructions on equipment and/or materials usageWillingness to work as part of a teamAbility to work to deadlinesAbility to manage own work effectivelyAble to use own initiativeAbility to carry out health and safety checks and maintain relevant records |

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| Personal Attributes: Willing to work outside of normal hours if required (overtime is payable)Willing to undertake relevant trainingEnsuring the security of the buildings and premises, cleaning of designated areas of the school and working with school staff to ensure the school environment is clean and safe for everyone |