

### Person Specification

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

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| Education/Qualifications/Training: Good literacy & numeracy skills  Good communication skills  Attendance at courses related to cleaning, caretaking or health & safety  Enthusiastic, 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 essential  Management, building cleaning or building management  Use of general cleaning equipment  DIY skills  Taken responsibility for security of a building  Knowledge of security systems  Use of commercial cleaning equipment  Use of commercial site maintenance equipment |

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| Skills/Knowledge/Understanding: To be able to carry out general repairs without guidance  Ability to lift and carry items  Ability to follow and comply with instructions on equipment and/or materials usage  Willingness to work as part of a team  Ability to work to deadlines  Ability to manage own work effectively  Able to use own initiative  Ability 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 training  Ensuring 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 |