

Assistant Caretaker – Person Specification

	Essential	Desirable	Measured by
Qualifications/ Training	<ul style="list-style-type: none"> • A good level of literacy and numeracy • Commitment to training / health and safety legislation 	<ul style="list-style-type: none"> • Vocational qualification, NVQ (or equivalent) in a relevant discipline • Commitment to work towards first aid qualification 	Application form Interview Verification of qualifications
Knowledge and Experience	Should have knowledge and experience of: <ul style="list-style-type: none"> • Use of cleaning and maintenance equipment • Domestic cleaning and small decorating competency • Stock control of personal hygiene products • Work as part of as team and using own initiative • Following Health and Safety Guidelines 	<ul style="list-style-type: none"> • Maintaining buildings and equipment, preferably within an education environment • Building Security • Grounds Maintenance 	Application form Interview Reference
Skills and Ability	<ul style="list-style-type: none"> • Ability to work in a busy environment • Ability to meet deadlines and work to a tight schedule • Ability to manage own work effectively • Safe working procedures with regard to chemicals, plant and machinery • Excellent communication skills and the ability to relate to a wide range of people and adapt approach as appropriate • Ability to work flexibly across whole school to meet requirements 	<ul style="list-style-type: none"> • A range of handy person skills • Use of basic power tools and other equipment to make repairs and improvements 	Application form Interview Reference
Personal Qualities and Attitude	<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children and young people • Friendly and outgoing • Able and willing to establish good professional relationships • Commitment to high standards • Commitment to team work • Willingness to learn • On occasions to work evenings and weekends for special events 	<ul style="list-style-type: none"> • Sense of humour 	Interview Reference

Enhanced DBS Disclosure
Proof of Right to work in the UK