

Caretaker / Site Maintenance – Person Specification

	Essential	Desirable	Measured by
Qualifications/ Training	<ul style="list-style-type: none"> • Commitment to training / health and safety legislation • Commitment to work towards first aid qualification 	<ul style="list-style-type: none"> • Vocational qualification, NVQ, C&G (or equivalent) in a relevant discipline • First aid qualification • Health and Safety, COSHH, ladders and manual handling 	Application form Interview Verification of qualifications
Knowledge and Experience	Should have knowledge and experience of: <ul style="list-style-type: none"> • Maintaining buildings and equipment • Building Security • Use of cleaning and maintenance equipment • Decorating competency • Work as part of as team and using own initiative • Following Health and Safety Guidelines 	<ul style="list-style-type: none"> • Health and Safety 'Risk ' in support of building safety • 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 plant and machinery • Excellent communication skills • Ability to work flexibly across whole school to meet requirements • Current Driving Licence • Physically fit in order to undertake all duties 	<ul style="list-style-type: none"> • Time served Tradesman with a range of handy person skills • Use of basic power tools and other equipment to make repairs and improvements • Ability to use basic IT • Effective Communications skills, verbally and via email 	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 • Understanding of the need for cross site working 	<ul style="list-style-type: none"> • Sense of humour 	Interview Reference