



Person Specification: Caretaker



	Essential	Desirable
Qualifications	None required	Plumbing – Joinery – Electrical work Decorating
Experience	The person should have experience of general D.I.Y. & cleaning work.	In addition, the Caretaker might have experience of: directing the work of others as a manager; working within an educational environment.
Knowledge and Understanding	The Caretaker should have knowledge and understanding of: efficiently coordinating the work of others in the team; the basic principles of site management; the importance of Health & Safety; techniques for the repair of damaged or defective equipment or resources.	In addition, the Caretaker might also have knowledge and understanding of: the varied roles of all staff in the educational process the contribution of both professionals and non-professionals to life-long learning; specific premises issues: security, Health & Safety, heating systems, building construction, COSHH regulations.
Skills	The Caretaker will be able to: use practical skills to improve the site and buildings; Manage, motivate others in the caretaking and cleaning team through example and enthusiasm; deal with emergencies and problems in a positive and systematic manner; manage a small budget for resources; use basic power tools and other equipment to make repairs and improvements; work alone when required, showing good self-motivation	In addition, the Caretaker might be able to: assess the quality of others' work, and support and advise where necessary; anticipate and reduce risk where possible; devise a suitable record-keeping system for monitoring expenditure and stock levels; develop more efficient and cost-effective ways of working; communicate effectively (both orally and in writing) to a reasonable standard.
Personal characteristics	Hard-working Honest Practical Reliable Versatile	