## **Person Specification**

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| **Attributes** | **Essential** | **Desirable** |
| **Qualifications** | * Good literacy & numeracy skills * Good communication skills * Attendance at courses related to cleaning, caretaking or health & safety | * Any qualification related to a trade eg plumbing, * H&S Qualification |
| **Experience** | * Experience of caretaking or premises management * Use of general cleaning equipment * DIY skills * Taken responsibility for security of a building * Knowledge of security systems * Experience of managing COSHH | * Use of commercial cleaning equipment * Use of commercial site maintenance equipment * Experience of working in a school or education setting |
| **Skills and Knowledge** | * 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 * Ability to operative basic ICT systems | * Fire Safety Legislation * Health and Safety & COSH knowledge |
| **Personal Qualities** | * Enthusiastic, committed, hardworking and self-motivated * Trustworthy and reliable * Ability to get on well with people of all ages * Good role model for staff and pupils * Good general fitness * Willing to work outside of normal hours if required * Willing to undertake relevant training |  |