## **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
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| **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
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| **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
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| **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
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