

## Personal Specification

<b>Job Title</b>	Caretaker	
<b>Knowledge and Experience</b>	<p><b>Essential Criteria</b></p> <p>An understanding of the main Health &amp; Safety Regulations, including COSHH and risk assessment, and how they apply in a school environment.</p> <ul style="list-style-type: none"> <li>• A sound knowledge of the building cleaning standards contained in the Building Cleaning specification.</li> <li>• Experience of carrying out specialist building maintenance work, within the reasonable capacity of a normal handyman</li> <li>• Ability to carry out repair and maintenance work with expertise in DIY – e.g. woodwork, plumbing, painting and decorating skills</li> <li>• Experience of keeping work records</li> </ul>	<p><b>Desirable Criteria</b></p> <p>Experience of working within an educational setting</p>
<b>Skills and Abilities</b>	<p>Ability to undertake a range of caretaking and cleaning duties and maintenance and repair tasks.</p> <ul style="list-style-type: none"> <li>• Ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date.</li> <li>• Ability to act on own initiative, dealing with any unexpected problems that arise.</li> <li>• Ability to demonstrate good interpersonal skills to communicate with a range of people and students.</li> <li>• Ability to provide high quality supervision to support the Site Manager in working with the Cleaning Staff.</li> <li>• Ability to inspect and record the work of others.</li> <li>• Ability to work effectively and supportively as a member of the school team.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of recent training</li> <li>• Training qualifications</li> </ul>

<b>Education &amp; Qualifications</b>	Numeracy, literacy, and communication skills are essential	GCSE Grade C or above in English and Math's (or equivalent)
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work well within a team.</li> <li>• A person who is quick to learn with an enthusiastic and positive attitude</li> <li>• The ability to work effectively under pressure.</li> <li>• Highly motivated and proactive</li> <li>• A person who presents a friendly and professional image whilst maintaining a sense of calm.</li> <li>• Willing to work flexibly with colleagues</li> <li>• Passionate about delivering excellent customer service</li> <li>• Ability to demonstrate commitment to Equal Opportunities</li> <li>• Willingness to participate in further training and developmental opportunities offered by the school to further your knowledge.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• An enhanced DBS check will be needed for this post.</li> </ul>	