



PERSON SPECIFICATION

POST: Caretaker (H3)

A. Education, Qualifications and Training

- Essential:** Current First Aid qualification or willingness to undertake training to become a qualified First Aider
Undertake evacuation chair training
Holder of a UK Driving Licence (Max 3 points, no convictions) which complies with the minimum standards for driving a minibus e.g. D1 entitlement (7am-3pm shift only)
- Desirable** Completed secondary education
Training in Health & Safety, PAT testing, working at heights, manual handling etc.

B. Experience

- Essential:** Experience of carrying out basic DIY tasks
- Desirable:** Previous experience of working in a premises role in a school or public building
Previous premises key holder with experience of opening and locking buildings/sites
Experience of cleaning in a work environment
Proven experience in carrying out maintenance in a school or similar organisation

C. Skills and Personal Characteristics

Skills

- Essential:** Proven ability to work both as part of a team and alone without supervision
Good basic DIY skills
Good oral communication and ability to portray a positive image of the school
To have an understanding of and a commitment to child welfare and safety
- Desirable:** Ability to work in an organised manner and use initiative

Personal Characteristics

- Essential:** Good timekeeper, organised, motivated, hardworking with a sense of humour.
Reliable and trustworthy
Flexible attitude to working hours e.g. ability to cover evening shifts on occasions when colleagues are absent
- Desirable:** Mature attitude which inspires confidence in those you have contact with

January 2023