

Caretaker - Person Specification

Please note: we will use the person specification to shortlist and interview for this post. Please make sure that your application shows how you meet these criteria.

	Essential	Desirable
Qualifications & Experience		
Education	<ul style="list-style-type: none"> Skills and/or experience in one or more of the following: plumbing, general and grounds maintenance, electrical/building maintenance, heating systems. 	<ul style="list-style-type: none"> Good standard of education – GCSE's including English & Maths. Recognised qualifications in relevant areas, time served in building trade or apprenticeship or other relevant experience.
Experience	<ul style="list-style-type: none"> Experience of undertaking responsibility for the care and maintenance of premises including cleaning. Considerable DIY experience. Experience of working as part of a team Previous key holder responsibilities. 	<ul style="list-style-type: none"> Experience of working in a school environment. Experience in the building industry. Experience of using specialist equipment (e.g. scaffold, ladders, floor polishing machine etc)
Professional Knowledge		
Premises and Health & Safety	<ul style="list-style-type: none"> Knowledge of Health & Safety and hygiene regulations relevant to the post. Awareness of COSHH regulations An understanding of and a commitment to safeguarding and promoting the welfare of children. Knowledge of maintenance and security systems and procedures. 	<ul style="list-style-type: none"> Knowledge of the organisation, administration, aims and objectives of the school. Knowledge of the operation of heating, ventilation systems and common causes of malfunctions. Safe operation of swimming pools
Professional Skills		
Role	<ul style="list-style-type: none"> Skills in plumbing, electrical work, carpentry/joinery or painting to competent DIY standard. Ability to undertake heavy lifting and other strenuous tasks, requiring an appropriate level of physical fitness. 	<ul style="list-style-type: none"> Organisational skills to facilitate lettings. Ability to work evenings and weekends on an irregular basis and to deal with occasional emergencies outside of normal working hours.
Professional Attributes		
Relationships	<ul style="list-style-type: none"> Ability and willingness to work collaboratively and supportively within the school team. Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary. Ability to choose the right kind of vocabulary for the situation in hand. Able to inspire confidence and respect amongst colleagues and the school community. Ability to communicate and liaise effectively with persons at all levels and deal with contractors. 	<ul style="list-style-type: none"> Builds effective and professional working relationships with staff, parents, Governors and the wider community.
Attitude	<ul style="list-style-type: none"> Desire and willingness to learn new skills, and respond positively to advice and guidance. Consistently reflects the highest levels of professionalism as a role model at all times and demonstrates the school's aims and values at all times. Ability to prioritise and organise own tasks with minimum supervision and to work to agreed targets. Ability to respond calmly to emergencies. 	<ul style="list-style-type: none"> Is committed to their own professional development.



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