**Caretaker - Person Specification**

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| **Role Requirements:** | **Essential** | **Desirable** | **How Assessed** |
| **Qualifications:** |  |  |  |
| GCSE grade C in English and Maths. | √ |  | Application Form |
| **Experience:** |  |  |  |
| Working in a school environment with young people. |  | √ | Application Form; Interview; References |
| Undertaking basic general building maintenance | √ |  | Application Form; Interview; References |
| Undertaking more demanding general building maintenance |  | √ | Application Form; Interview; References |
| Building trade experience |  | √ | Application Form; Interview; References |
| Working within a busy environment, meeting tight and demanding deadlines. | √ |  | Application Form; Interview; References |
| Recent Health & Safety qualification (Legionella, Asbestos, Ladder safety, first aid etc) |  | √ | Application Form; Interview; References |
| Using a range of ICT packages and databases | √ |  | Application Form; Interview; References |
| **Personal and Professional Skills & Attributes** |  |  |  |
| Good interpersonal skills including;   * Ability to build rapport quickly * Ability to be assertive when required * Professional & approachable style | √ |  | Application Form; Interview; References |
| Excellent planning and organisational skills. Able to prioritise and organise own day-today work in accordance with deadlines and agreed objectives. Flexible and adaptable in approach. | √ |  | Application Form; Interview; References |
| Ability to respond calmly to emergencies | √ |  | Application Form; Interview; References |
| Numeracy, literacy and ICT skills at a level appropriate to the role.   * Email systems and basic ICT skills | √ |  | Application Form; Interview; References |
| * Willingness to participate in ongoing training & development | √ |  | Application Form; Interview; References |
| Able to work effectively as a member of a team | √ |  | Application Form; Interview; References |
| Understanding of safeguarding issues and able to promote the welfare of children and young people. | √ |  | Interview |