# Assistant Caretaker – Person Specification

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|  | **Essential** | **Desirable** | **Measured by** |
| Qualifications/**Training** | * A good level of Maths and English
* Commitment to training / health and safety legislation
 | * Vocational qualification, NVQ (or equivalent) in a relevant discipline
* Commitment to work towards first aid qualification
* A clean driver’s licence and a commitment to work towards obtain a mini-bus licence, if not already got.
 | Application formInterviewVerification of qualifications |
| Knowledge andExperience | **Should have knowledge and experience of:*** Use of cleaning and maintenance equipment
* Domestic cleaning and small decorating competency
* Stock control of personal hygiene products
* Work as part of as team and using own initiative
* Following Health and Safety Guidelines
 | * Maintaining buildings and equipment, preferably within an education environment
* Building Security
* Grounds Maintenance
 | Application formInterviewReference |
| **Skills and Ability** | * Ability to work in a busy environment
* Ability to meet deadlines and work to a tight schedule
* Ability to manage own work effectively
* Safe working procedures with regard to chemicals, plant and machinery
* Excellent communication skills and the ability to relate to a wide range of people and adapt approach as appropriate
* Ability to work flexibly across whole school/Trust and to meet requirements
 | * A range of handy person skills
* Use of basic power tools and other equipment to make repairs and improvements
 | Application formInterviewReference |
| **Personal Qualities and Attitude** | * Committed to safeguarding and promoting the welfare of children and young people
* Friendly and outgoing
* Able and willing to establish good professional relationships
* Commitment to high standards
* Commitment to team work
* Willingness to learn
* On occasions to work evenings and weekends for special events or to deal with alarm call outs.
 | * Sense of humour
 | InterviewReference |

Enhanced DBS Disclosure

Proof of Right to work in the UK