# 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 form  Interview  Verification 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 form  Interview  Reference |
| **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 form  Interview  Reference |
| **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 | Interview  Reference |

Enhanced DBS Disclosure

Proof of Right to work in the UK