



Person Specification for a Premises Caretaker at The John Wesley CEM Primary School

	Criteria
Qualifications	<ul style="list-style-type: none">• Level 2/3 Diploma (or equivalent)• Proficient technical and practical skills.
Experience	<ul style="list-style-type: none">• Previous relevant experience
Skills and Abilities	<ul style="list-style-type: none">• Wider awareness of the related working environment eg client groups• Use of wide range of machinery/equipment eg cleaning and general maintenance• Able demonstrate some 'hndyman'/DIY skills that could involve plumbing, electrical and carpentry• To organise others and own workload in order to achieve the job• Ability to identify changes required to work routines and act upon them in liaison with supervisors, clients and others as relevant• Ability to maintain accurate and timely records as required by the role eg contractors' schedules, etc.• Ability to deal with everyday problems and to identify which problems should be referred to supervisor• Ability to monitor job activities as required by the role• Ability to understand information and advise and liaise with others accordingly• Ability to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate• Has written and numeric skills in order to complete more detailed records and reports• Ability to listen, observe and contribute to discussions as required for the role eg work plans, etc.• Ability to influence, encourage, persuade and negotiate with others to achieve desired results (e.g. to diffuse bad behaviour, to ensure work is carried out in accordance with plans, etc.)• Ability to communicate using information technology as required for the role
Knowledge	<ul style="list-style-type: none">• Knowledge and expertise in minor maintenance and repair• Knowledge of financial/ordering/monitoring procedures as required• Knowledge of how own job fits into the activity and role of the area/site• Knowledge of a range of other jobs in the area• Understands and able to apply Health and Safety procedures relevant to the job such as:<ul style="list-style-type: none">• Manual handling;• Safe use of machinery and/or equipment;• COSHH• First Aid and Hygiene Practice;• lone working procedures and responsibilities• Able to recognise and to deal with emergency situations• Will need to undertake training to keep knowledge up to date
Health and Safety	<ul style="list-style-type: none">• Understands and able to implement all health and safety policies relating to working environment and staff group• Able to promote a positive Health and Safety culture within the workplace