

Kent County Council

Person Specification: Premises 3 – Senior Caretaker

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Level 2 Diploma (or equivalent) and proficient technical and practical skills.
EXPERIENCE	Previous relevant experience
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to use a wide range of machinery/equipment e.g. kitchen, cleaning, gardening and general maintenance • Knowledge of client groups, work groups and the working environment • Ability to organise and prioritise own workload and that of others when required • 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 contractors' schedules, etc. • Ability to solve basic problems and to identify those that should be referred to line manager • Ability to understand information and liaise with others accordingly • Has written and numeric in order to complete more detailed records and reports • Able to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate • Ability to listen, observe and contribute to discussions as required for the role e.g. client care, child care, work plans, etc. • Ability to communicate using information technology as required for the role • Have a positive attitude, able to work in a team and demonstrate the values of the school.
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of minor maintenance and repair. • Knowledge of how own job fits into the activity and role of the area/site • 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;

	<ul style="list-style-type: none">- COSHH ;- First Aid and Hygiene Practice;- lone working procedures and responsibilities <ul style="list-style-type: none">• Able to recognise and to deal with emergency situations• Will need to undertake training to keep knowledge up to date
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