

Person Specification – Senior Caretaker Ripplevale School

CRITERIA - headings and details for this post	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Previous experience in a similar role or recognised training & /or qualification(s) appropriate to post.	
EXPERIENCE & KNOWLEDGE	<p>Facilities / premises management or caretaking</p> <p>Competent at basic repairs and maintenance</p> <p>Team leading</p>	<p>Interpret legislative/regulatory requirements and produce policies/guidance compliant with Health & Safety, Manual Handling, COSHH and Asbestos and Water Hygiene</p> <p>Risk Assessment knowledge and/or qualification</p> <p>Project management</p>
SKILLS	<p>Ability to perform the physical tasks required by the post including lifting and transporting various equipment, working at height, grounds and building maintenance</p> <p>Good communication and interpersonal skills</p> <p>Good numeracy and literacy skills</p> <p>Good IT skills</p> <p>Ability to manage own time effectively and demonstrate initiative including establishing priorities</p> <p>Ability to record and maintain accurate data in relation to facilities management /caretaking</p>	<p>Skills in a trade would be desirable</p> <p>Ability to operate and understand electrical/mechanical systems</p> <p>Ability to undertake waste management and disposal and energy efficiency measures</p> <p>Ability to keep abreast of up-to-date training requirements</p> <p>Ability to lead a team</p>

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SKILLS	<p>Ability to adapt to changing and conflicting demands; displaying a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school</p> <p>Ability to be flexible and work as part of a team, or individually, as required</p> <p>Ability to adhere to the school's policies and procedures; most importantly the equal opportunities policy, child protection policy, safeguarding policy and all health & safety related policies</p> <p>Ability to implement and comply with Health & Safety regulations to ensure that all duties are carried out safely</p> <p>Ability to act as key holder and manage security of the site</p>	
PERSONAL QUALITIES	<p>Display high personal standards of honesty and integrity</p> <p>Constantly seeks improvement of self, quality of work and systems.</p> <p>Makes sound judgements based on evidence.</p> <p>Follows through with actions when requested.</p> <p>Is a team player</p>	
OTHER REQUIREMENTS	<p>Must be able to drive to collect and deliver equipment.</p> <p>Must live in close proximity (ideally within a 15-minute journey time) for emergency call outs</p>	