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##### PERSON SPECIFICATION: Caretaker

**Can evidence and demonstrate the following:**

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

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| **Experience:** | Experience in DIY/practical skills is essential. Experience in caretaking or a related field is desirable, but not essential. Experience in dealing with contractors is desirable, but not essential. |
| **Qualifications or Training:** | Basic literacy and numeracy skills are essential. A GCE, GCSE, NVQ or similar qualification is desirable. |
| **Practical Skills:** | Excellent practical/DIY skills are essential. |
| **Personal Qualities & Attributes:** | 1. Can self-motivate and think for themselves. Shows initiative, needs little supervision. 2. Able to plan and organise a work routine. 3. Is well-organised – can prioritise a number of jobs. 4. Able to work as a member of a team. 5. Can manage a team of cleaners. 6. Has flexibility – can work full days for special events. 7. Desirable but not essential – able to offer a trade (electric/plumbing/building) etc. 8. Be prepared to take part in appropriate training. 9. Able to complete paperwork and cost materials/equipment. 10. Is willing to meet the needs of all staff and negotiate timescales for jobs. 11. Observant – notices what needs to be done. 12. Deals with health and safety issues first and promptly. 13. Efficient. 14. Knows the mission and priorities of the school and supports these in his/her work.  **PERSONAL QUALITIES** 1. Lively and enthusiastic 2. Clean and well-presented 3. Confident to deal with visitors 4. Confident to deal with contractors on site. 5. Is willing to give generously to school life. 6. Honest with integrity. 7. Remains cool under pressure. 7. Has high standards. 8. Cheerful/respectful disposition. |