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| **Person Specification**  **Caretaker** |

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| Criteria | Essential | Desirable |
| Qualifications/ Education | * Willingness to undertake necessary training * Knowledge of First Aid * Ability to undertake DIY tasks * Experience in large buildings and site operational duties * Willingness to undertake necessary training | * Level 2/3 diploma (or equivalent) and proficient technical and practical skills. * Qualified first aid at work certificate. * Experience in school site operational duties * Excellent numeracy and literacy skills * PAT Testing/ other relevant training |
| Experience, Knowledge and skills | * Ability to understand and apply regulations such as health and safety, manual handling. COSHH, legionella etc. * Competent basic building repairs and maintenance * Able to use small industrial, electrical and mechanical equipment * Ability to maintain accurate and timely records as required by the role. * Ability to deal with everyday problems and to identify which problems should be referred to the premises manager. | * Experience in a trade * Ability to understand electrical and mechanical systems * Good IT skills * Able to deal with emergency situations * Risk assessment experience. |
| Professional and personal qualities | * Good communication and organisational skills * Ability to manage own time effectively and demonstrate initiative including establishing priorities * Ability to prioritise workload * Open-minded, self-evaluative and adaptable to changing circumstances and new ideas * Open-minded, self-evaluative and adaptable to changing circumstances and new ideas * Committed to equality | * Staff management experience |
| Values | * Honesty * Ability to be flexible * Ability to contribute to the life of the school. |  |