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| Headteacher Mr A Kilbride Deputy Headteacher Miss C Rennie  www.high-firs.kent.sch.uk |  | Court Crescent Swanley  Kent  BR8 8NR  01322 669721  office@high-firs.kent.sch.uk |

**Caretaker Person Specification**

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.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | Level 2 Diploma (or equivalent) and proficient technical and practical skills. |
| **EXPERIENCE** | Experience of caretaking (desirable) and maintenance and practical roles (essential)  Experience of working in a school environment (desirable) |
| **SKILLS AND ABILITIES** | * 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 * Ability to solve basic problems and to identify those that should be referred to a supervisor * Ability to understand information and liaise with others accordingly * Has written and numeric skills 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 * Ability to communicate using computers and use of the internet as required for the role |
| **KNOWLEDGE** | * 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: * 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 |