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| HeadteacherMr A KilbrideDeputy HeadteacherMiss C Rennie www.high-firs.kent.sch.uk  |  | Court Crescent Swanley KentBR8 8NR01322 669721office@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
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| **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
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