

# Caretaker

## Person specification



Essential	Desirable
<b>Qualifications &amp; Training</b>	
<ul style="list-style-type: none"><li>• Attendance at training courses to support job requirements</li><li>• Full driving licence</li></ul>	<ul style="list-style-type: none"><li>• City and Guilds Qualification</li><li>• Qualified craftsman</li></ul>
<b>Knowledge and Skills</b>	
<ul style="list-style-type: none"><li>• A reasonable standard of literacy and numeracy commensurate with the scope of the job</li><li>• Able to communicate effectively with a wide range of contacts e.g. staff, pupils, governors, contractors etc.</li><li>• Competent at DIY in a range of skills e.g. carpentry, painting, decorating, plumbing, glazing etc.</li><li>• Able to organise and prioritise workload</li><li>• Able to use initiative</li><li>• Basic knowledge of Health and Safety rules</li><li>• Able to work as part of a team</li></ul>	<ul style="list-style-type: none"><li>• Basic IT Skills</li></ul>
<b>Experience</b>	
<ul style="list-style-type: none"><li>• Previous experience in a similar position.</li><li>• Out of hours attendance / shift working in previous employment.</li><li>• Monitoring / supervising of contractors or cleaners.</li><li>• Regular routine maintenance of premises and or tools and equipment</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in an educational environment</li><li>• Familiarity with security systems</li></ul>

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Essential	Desirable
<b>Special Requirements</b>	
<ul style="list-style-type: none"><li>• Good health record</li><li>• Good time keeping</li><li>• Capable of lifting and carrying heavy weights e.g. furniture, building materials</li><li>• Empathy towards the needs of children in a learning environment</li></ul>	<ul style="list-style-type: none"><li>• Willingness to assist with School events</li></ul>
<b>Disposition</b>	
<ul style="list-style-type: none"><li>• Self-motivated</li><li>• Flexible approach to work</li><li>• Trustworthy and reliable</li></ul>	<ul style="list-style-type: none"><li>• Good sense of humour</li></ul>