

Person Specification Form:	Post: Caretaker	E = Essential D = Desirable	A=Application I=Interview O=Observation
QUALIFICATIONS	Good literacy and numeracy skills Good communication skills	E E	A/I A/I
EXPERIENCE	Experience of caretaking or premises management, building cleaning or building management Use of cleaning equipment DIY skills Managing staff	D D E D	A/I A/I A/I A/I
SKILLS AND ABILITIES	Cleaning To be able to carry out general repairs Ability to lift and carry heavy items	E E E	A/I A/I A/I
SPECIAL ATTRIBUTES	Willing to work as part of a team Be able to work to deadlines Be able to manage own work effectively Be able to motivate and manage staff Flexibility Able to use own initiative	E E E E E E	A/I A/I A/I A/I A/I A/I