

### PERSON SPECIFICATION FOR THE POST OF CARETAKER

ATTRIBUTES	CRITERIA	ESSENTIAL/ DESIRABLE	MEASURED
<b>Education and Training</b>	Evidence of sustained professional development. Competent written communication skills. A good level of literacy and numeracy. NVQ qualification in a relevant discipline.	D E E D	A / I A A A
<b>Work Experience</b>	To have worked in a school or other organisation in a maintenance, caretaking or premises management role.	E	A
<b>Skills and Abilities</b>	<b>The ability to:</b> Relate to and work with others as a member of a team. Carry out and record risk assessments, and keep other records, in relation to the areas of work set out in the job description. Understand and operate the various safety, security and environmental control systems in the school. Carry out general repair, maintenance and cleaning tasks. Liaise with external contractors and Contract Services staff to ensure work carried out in school is to the highest standards.	E E E E E	A / I A / I A / I A / I A / I
<b>Knowledge</b>	To have a knowledge of Health and Safety legislation and practice as it relates to the various aspects of the role of caretaker	D	A/I
<b>Personal Qualities</b>	Demonstrate the ability to: <ul style="list-style-type: none"> <li>Be an example of good practice reflecting the policies of the Governing Body.</li> <li>Build and maintain professional relationships with staff, pupils and outside contractors.</li> </ul> Demonstrate a high standard of professionalism and self-discipline. Self-motivated with a willingness to take on responsibility. Smart personal appearance and prepared to dedicate themselves to presenting the school in the best possible light.	E E E E E	I I I A/I A / I I
<b>Approach to work</b>	Demonstrates a commitment to keep up to date with developments and innovations in relation to the various aspects of the role of Caretaker . Demonstrates a commitment to high quality and high standards. Understands the requirements for confidentiality. Demonstrates the ability to use own initiative and meet deadlines. Willing and able to work flexible hours to accommodate the needs of the school. Demonstrates a commitment to equal opportunity.	E E E E E E	A / I A / I A / I A / I A / I A / I
<b>Special Attributes</b>	An ability to fulfil all spoken aspects of the role with confidence through the medium of English.	E	I
			A = Application Form I = Interview