

# 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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<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>