

PERSON PROFILE



POST TITLE: CARETAKER	Essential	Desirable
QUALIFICATIONS & TRAINING		
Evidence of a good standard of literacy and numeracy	✓	
Recent and relevant professional development	✓	
Commitment to attend appropriate training and development, taking ownership of personal development and being willing to pursue development opportunities	✓	
EXPERIENCE		
Experience of undertaking caretaking or similar relevant work (in a paid or un-paid capacity)	✓	
Experience of undertaking basic maintenance or general DIY including the use of tools / technical equipment (in a paid or non-paid capacity)	✓	
Experience of working in a school environment		✓
SKILLS & ABILITIES		
An awareness of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection	✓	
Ability to communicate effectively demonstrating a positive approach to dealing with students, staff and visitors	✓	
Awareness and understanding of basic security issues	✓	
Ability to clearly interpret oral or written information and instruction	✓	
Ability to communicate information in a clear, logical manner to a wide range of people	✓	
Ability to work to tight deadlines and with own initiative	✓	
ATTITUDE AND BEHAVIOURS		
Flexible and enthusiastic approach to work with a willingness to do what is necessary to ensure tasks are completed to appropriate quality standards - within the scope of duties commensurate with scale and nature of the post	✓	
Ability to work flexible hours and provide emergency cover if required	✓	

Positive approach to working with a range of people, with an interest and empathy with young people	✓	
Conscientious, honest and reliable	✓	
Ability to lift and move light furniture when required, as well as boxes / deliveries etc	✓	
OTHER REQUIREMENTS		
Valid driving licence with entitlement to drive in the UK	✓	
Satisfactory completion of all pre-employment checks, including an Enhanced DBS disclosure with children's barred list checks	✓	

ACET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.