

Person Specification

Caretaker

Factor	Essential	Desirable	Assessment*
Qualification	- GCSE Grade 4/C or equivalent in English and Maths - Basic literacy and numeracy skills sufficient to maintain records and complete checklists	- First Aid at Work qualification - IOSH or Health & Safety qualification - NVQ Level 2 in Facilities, Caretaking, Property Maintenance or similar - Training in COSHH, Manual Handling, Legionella Awareness or Fire Safety	A, D
• Experience	- Experience of caretaking, premises management, facilities maintenance or a similar role - Experience of cleaning and maintaining buildings to a high standard - Experience of carrying out minor repairs and maintenance tasks - Experience of operating and monitoring security systems and alarms - Experience of working to health and safety procedures	- Experience within a school, academy or educational setting - Experience using commercial cleaning equipment - Experience managing contractors on site - Experience using Building Management Systems (BMS) - Experience maintaining compliance records and inspection logs	• A, I, R
• Skills and Knowledge	- Ability to undertake basic DIY, maintenance and repair work independently - Ability to undertake routine inspections and identify maintenance issues - Knowledge of COSHH regulations and safe storage of cleaning chemicals - Understanding of fire safety procedures and emergency evacuation requirements - Ability to maintain accurate records and complete compliance checks - Good communication and interpersonal skills - Ability to prioritise workload and work effectively without direct supervision - Ability to work collaboratively with staff, pupils, parents, visitors and contractors - Competent in using basic IT systems and email	- Plumbing, joinery, decorating or electrical maintenance skills - Knowledge of safeguarding requirements within schools - Experience using school facilities management systems - Ability to undertake basic risk assessments - Knowledge of energy management and sustainability practices	• A, I,, R, D
• Personal Attributes	- Reliable, trustworthy and highly responsible - Strong commitment to maintaining a safe, secure and welcoming school environment - Ability to remain calm under pressure and respond appropriately to emergencies - Flexible approach to working hours, including occasional evenings and weekends when required - Self-motivated with a proactive and positive attitude	Experience contributing to school improvement projects or site development initiatives	• I, R

	• Physically capable of undertaking the duties of the role, including lifting, carrying, moving equipment and working at heights where appropriate • Able to maintain professional relationships with all stakeholders • Commitment to equality, diversity, inclusion and safeguarding children and young people • Willingness to undertake relevant training and continuous professional development		
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**Assessment Method – details how the criteria will be assessed*

A = Application Form, **I** = Interview, **R** = References, **D** = Documentary Evidence