



Caretaker

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of numeracy and literacy skills 	
Experience		<ul style="list-style-type: none"> • Previous experience of working as a Caretaker • Previous experience in the building trade.
Knowledge and Understanding	<ul style="list-style-type: none"> • High standard of DIY/maintenance experience 	
Skills	<ul style="list-style-type: none"> • Good communication skills • Ability to maintain effective record keeping of systems, procedures and checks. • Practical ability to problem-solve and use initiative. 	<ul style="list-style-type: none"> • Working knowledge of relevant Health & Safety procedures. • Experience of working in a school or similar environment. • IT literate at a basic level (email and data input)
Personal Characteristics	<ul style="list-style-type: none"> • Self-motivated, able to work on own initiative with little supervision and as part of a team. • Good eye for detail and takes pride in maintaining high standards in quality of work. • Physical ability to carry out manual handling, lifting and moving items. • Able to attend out of hours emergencies or additional events. • Willing to undertake training where required. • Has the ability to work effectively with people from a wide range of levels and responsibilities. • Punctual and reliable. 	<ul style="list-style-type: none"> • Driver with a full licence