

PERSON SPECIFICATION			
JOB TITLE	Caretaker		
CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and training	Current driving licence	First Aid qualification Maintenance qualifications	Driving licence and information regarding any penalty points previous convictions will be requested
Knowledge & experience	Knowledge and understanding of highway regulations.	Previous experience of driving minibuses. Awareness and understanding of working within a school environment and with children. DIY or basic site maintenance experience	Application form Interview References
Skills and aptitudes	Ability to operate a school minibus in a safe and responsible manner. Effective verbal and listening communication skills. Time management	Customer service skills	Application form Interview References
Personal Attributes	Honest and trustworthy. Patient, caring and calm. Respectful and ability to command respect. Presentable appearance when representing the Academy. Flexible and adaptable in relation to working hours. Good time keeper with ability to demonstrate excellent work ethic.		Interview References

	Enthusiastic and self-motivated.		
Safeguarding	Commitment to safeguarding and promoting the welfare of children	Evidence of working in an environment subject to health & safety, child welfare and protection regulations.	Interview