

**PERSON SPECIFICATION
CARETAKER**

Qualifications

- A recognised H&S qualification (desirable)
- GCSE grade C or above (or equivalent) in English and Maths (desirable)

Previous Work Experience

- Working as part of a team (essential)
- Prioritising actions (essential)
- Working within a trade or facilities management (desirable)
- Experience of school caretaking (desirable)
- Experience of cleaning duties in a work environment (desirable)

Professional Knowledge Skills & Experience

- Knowledge of Health and Safety requirements (desirable)
- Has client facing skills (essential)
- ICT literate to a basic level (essential)
- Experience of routine maintenance and repairs (essential)

People Management Skills

- Good listener (essential)
- Good communication skills (essential)
- Able to work professionally with other stakeholders and external agencies (essential)

Other Personal Qualities

- Be physically fit and able to undertake manual handling tasks routinely (essential)
- Organised with good time management skills (essential)
- Has attention to detail (essential)
- Ability to drive a minibus (desirable)