**PERSON SPECIFICATION**

**JOB TITLE: Caretaker (without supervisory**

**responsibilities)**

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| **Attributes** | **Essential** | **Preferred** |
| **Education/Qualifications** | Literate and numerate |  |
| **Experience** | Previous relevant experience | Previous experience in a similar post in a school |
| **Skills/Knowledge/ Aptitude** | Ability to undertake a range of simple maintenance tasks  Ability to communicate in writing and on the telephone.  Ability to work under pressure  Ability to work on own initiative and make decisions  Ability to develop good working relationships with staff, pupils, visitors, contractors etc  Ability to work as a team member  A commitment to equality principles and practice and a commitment to the school/County Council equal opportunities policy | Knowledge of health and safety regulations |

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| **Motivation** | Ability to work hard and take a pride in the job with commitment to achieving high standards of cleanliness and hygiene |  |
|  | Willingness to work overtime when needed, including evenings and weekends and to ensure that lettings are serviced |  |
|  | Ability to work without supervision |  |
|  | Willingness to undertake further training |  |
|  | Trustworthiness |  |
|  | Flexibility and willingness to adapt to the school's changing needs (eg to work flexibly to meet specific or emergency situations) |  |
| **Physical** | Ability to undertake manual work and to perform tasks set out in the job description |  |
|  | Ability to move and use domestic and industrial type cleaning equipment |  |
|  | (polishers, vacuum cleaners etc) |  |
| **Other** | Availability for call-out duties (eg to respond to alarms) |  |
|  | Willingness to wear protective equipment as supplied  Must be fluent in the English language in accordance with the Immigration Act 2016 | Assessed in interview |