

Caretaker

Person specification

Essential	Desirable
Qualifications & Training	
<ul style="list-style-type: none"> Attendance at training courses to support job requirements Full driving licence 	<ul style="list-style-type: none"> City and Guilds Qualification Qualified craftsperson
Knowledge and Skills	
<ul style="list-style-type: none"> A reasonable standard of literacy and numeracy commensurate with the scope of the job Able to communicate effectively with a wide range of contacts e.g. staff, pupils, governors, contractors etc. Competent at DIY in a range of skills e.g. carpentry, painting, decorating, plumbing, glazing etc. Able to organise and prioritise workload Able to use initiative Basic knowledge of Health and Safety rules Able to work as part of a team 	<ul style="list-style-type: none"> Basic IT Skills
Experience	
<ul style="list-style-type: none"> Previous experience in a similar position. Out of hours attendance / shift working in previous employment. Monitoring / supervising of contractors or cleaners. Regular routine maintenance of premises and or tools and equipment 	<ul style="list-style-type: none"> Experience of working in an educational environment Familiarity with security systems

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Special Requirements	
<ul style="list-style-type: none"> • Good health record • Good time keeping • Capable of lifting and carrying heavy weights e.g. furniture, building materials • Empathy towards the needs of children in a learning environment 	<ul style="list-style-type: none"> • Willingness to assist with School events
Disposition	
<ul style="list-style-type: none"> • Self-motivated • Flexible approach to work • Trustworthy and reliable 	<ul style="list-style-type: none"> • Good sense of humour