

Person Specification
Caretaker - Primary

	Essential	Desirable	How Identified
Qualifications and Experience	<ul style="list-style-type: none"> • Competent at carrying out basic building repairs and maintenance. • Disclosure and Barring Service (DBS) enhanced disclosure • Valid driving license • Own transport • Good level of numeracy and literacy skills • Willingness to participate in ongoing training 	<ul style="list-style-type: none"> • Relevant health and safety qualifications • First Aid qualification • Basic ICT qualification • Experience of building and site security • Experience of cleaning • Experience of Gardening • Valid Driving License with class D1 entitlement 	Application form References Interview
Skills and personal qualities	Skills & Personal Qualities <ul style="list-style-type: none"> • Integrity, good timekeeping and high standards • Proven ability to work flexibly as a team member and to work on own initiative • Resilient, tactful and diplomatic, even when under pressure • A good understanding of health & safety issues and risk assessment processes • Excellent personal organisation, with the ability to prioritise a busy and rapidly changing workload • Good Practical skills in basic carpentry, plumbing and electrics • Ability to carry out minor repairs and decoration. • The ability to accurately record details of work carried out • Good problem-solving skills 		Application form References Interview

	<ul style="list-style-type: none"> • The ability to supervise cleaning staff and manage contractors • Awareness security and hygiene issues • Excellent communication skills • The ability to use a Computer and Smartphone or Tablet for email and data input. 		
Other Requirements	<ul style="list-style-type: none"> • Ability to adhere to the Trust's policies and procedures and most importantly the equal opportunities policy, safeguarding policy and all health & safety related policies. • Ability to contribute to the life of the Trust • Ability to demonstrate an understanding of children 		Application Interview References