



PERSON SPECIFICATION

**Caretaker
Single Status Grade 6**

	Essential criteria
Key Skills & Abilities	<ul style="list-style-type: none"> • Ability to undertake a range of caretaking and cleaning duties. • Ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date. • Ability to act on own initiative, dealing with any unexpected problems that arise. • Ability to demonstrate good inter-personal skills to communicate with a range of people. • Able to converse at ease with customer and provide advice in accurate spoken English. • Ability to provide high quality supervision, training and support to Assistant Caretaker and cleaning staff. • Ability to direct, inspect and record the work of others. • Ability to work effectively and supportively as a member of the school team. • Ability to demonstrate commitment to Equal Opportunities.
Education & Qualifications	<ul style="list-style-type: none"> • Relevant qualifications and/or experience in specialist building maintenance work in one or more areas, eg carpentry, plastering, glazing, plumbing electricity, etc. • Knowledge of Health & Safety regulations in schools including COSHH guidelines and production/application of Risk Assessments and how they apply in a school environment. • Basic IT skills including using Word, Excel and email.
Knowledge	<ul style="list-style-type: none"> • An understanding of the main Health & Safety Regulations, including COSHH and risk assessment, and how they apply in a school environment. • A sound knowledge of the building cleaning standards contained in the County Building Cleaning specification. • A knowledge of procedures associated with the recruitment, supervision and training of other employees.
Experience	<ul style="list-style-type: none"> • Experience of carrying out specialist building maintenance work within the reasonable capacity of a normal handyman. • Experience of keeping detailed work records. • Experience of managing a budget.

	<ul style="list-style-type: none">• Experience of supervising staff.
Personal Attributes	<ul style="list-style-type: none">• Willingness to participate in further training and development opportunities offered by the school and county, to further knowledge.• Willingness to maintain confidentiality on all school matters.