

**Person Specification: Assistant Caretaker**

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|  | **Essential** | **Desirable** |
| **Qualifications** | Educated to a satisfactory standard in order to communicate effectively, both written and oral.  Computer literate with good working knowledge of ICT including using the internet and Microsoft office suite | Average English and Maths Qualifications. |
| **Experience** | The candidate should have experience of:   * Cleaning work * Building * Maintenance * DIY including decorating * Team working | Experience of working within an educational environment. |

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| **Knowledge and understanding** | The candidate should have knowledge and understanding of:  the basic principles of site management; the importance of Health & Safety;  techniques for the repair of damaged or defective equipment or resources. | Knowledge and understanding of specific  premises issues:   * Security * Health & Safety * COSHH regulations. |
| **Skills** | The candidate will be able to:  use practical skills to improve the site and buildings;  motivate others in the premises and cleaning team through example and enthusiasm;  deal with emergencies and problems in a positive and systematic manner;  be aware of a small budget for resources;  proactive and work on own initiative;  work alone when required, showing good self- motivation;  prioritise, plan, schedule and meet deadlines and evaluate work;  communicate effectively (both orally and in writing) to a reasonable standard. | Be able to use basic power tools and other equipment to make repairs and improvements;  anticipate and reduce risk where possible;  show knowledge and understanding of Health and Safety regulations.  Have a valid UK Driving Licence |

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| **Personal qualities and attitudes** | Enthusiasm  Loyalty, good timekeeping  Reliable, trustworthy and honest  Demonstrates excellent social skills  Flexibility  Interest in caring for school pupils and staff  To be a proactive member of the school community  Proactive | An interest in professional self-development  A willingness to contribute to the wider life  of the school |
| **Physical Requirements** | Fit and able to carry out duties  Ability to work at high levels with appropriate equipment  Ability to deal with some manual handling |  |