

## Person specification: caretaker/handy person

Please be aware the role of caretaker requires a split shift during term time.

	Essential	Desirable	How identified
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Competent at carrying out basic building repairs and maintenance.</li> <li>• Disclosure and Barring Service (DBS) enhanced disclosure.</li> <li>• Full driving licence.</li> <li>• Own transport.</li> <li>• Good level of numeracy and literacy skills.</li> <li>• Willingness to participate in ongoing training.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant health and safety qualifications.</li> <li>• First Aid qualification.</li> <li>• Basic ICT qualification.</li> <li>• Experience of building and site security.</li> <li>• Experience of cleaning.</li> <li>• Experience of gardening.</li> <li>• Full Driving Licence with class D1 entitlement.</li> </ul>	Application form References Interview
<b>Skills and personal qualities</b>	<p><b>Skills &amp; Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Integrity, good timekeeping and high standards.</li> <li>• Proven ability to work flexibly as a team member and to work on own initiative.</li> <li>• Resilient, tactful and diplomatic, even when under pressure.</li> <li>• Ability to carryout tasks such as manual handling, climbing ladders, painting as this is a physically demanding role.</li> <li>• A good understanding of health &amp; safety issues and risk assessment processes.</li> <li>• Excellent personal organizational skills, with the ability to prioritise a busy and rapidly changing workload.</li> <li>• Use practical skills to improve the site and buildings - undertake a range of handyperson duties as directed to contribute to the maintenance of the school premises and its furnishings, eg remedial painting and decorating (within the height of 3.35 metres); repairs to fittings and small-scale improvements, fitting shelves or notice boards etc.</li> </ul>		Application form References Interview

	<ul style="list-style-type: none"> <li>• Work alone when required, showing good self-motivation.</li> <li>• Good practical skills in basic carpentry, plumbing and electrics.</li> <li>• Ability to carry out minor repairs and decoration.</li> <li>• The ability to accurately record details of work carried out.</li> <li>• Good problem-solving skills.</li> <li>• The ability to supervise cleaning staff and manage contractors.</li> <li>• Awareness of security and hygiene issues.</li> <li>• Excellent communication skills.</li> <li>• The ability to use a computer and smartphone or tablet for email and data input.</li> <li>• Ability to carryout tasks which include manual handling, climbing ladders,</li> </ul>		
<p><b>Other Requirements</b></p>	<ul style="list-style-type: none"> <li>• Ability to adhere to the Trust's policies and procedures and most importantly the equal opportunities policy, safeguarding policy and all health &amp; safety related policies.</li> <li>• Ability to contribute to the life of the Trust.</li> <li>• Ability to demonstrate an understanding of children</li> <li>• Eager to accept responsibility.</li> <li>• Willingness to take on new challenges.</li> </ul>		<p>Application form Interview References</p>