

## Person Specification

### Caretaker (Level 3), Grade 6 (SCP 8-11)

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>➤ NVQ 3 or equivalent qualification or willingness to work towards, or equivalent experience for role.</li> <li>➤ Good numeracy/literacy skills/GCSE Maths and English.</li> <li>➤ Specific training in specialist area.</li> </ul>	
<b>Work or relevant experience</b>	<ul style="list-style-type: none"> <li>➤ Caretaking/cleaning/site-keeping experience in a school or similar environment.</li> <li>➤ Supervisory experience.</li> <li>➤ Providing training to staff.</li> </ul>	
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>➤ Knowledge of Health &amp; Safety procedures and precautions.</li> <li>➤ Knowledge of COSHH regulations.</li> <li>➤ Awareness of health &amp; hygiene procedures.</li> <li>➤ Knowledge of moving and handling procedures.</li> <li>➤ Willingness to develop knowledge of use of ICT and other specialist equipment / resources.</li> <li>➤ Working knowledge of relevant policies / codes of practice / legislation.</li> <li>➤ Ability to self-evaluate learning needs and actively seek learning opportunities.</li> <li>➤ Ability to relate well to children and adults.</li> <li>➤ Team – leading skills.</li> </ul>	
<b>Skills and Abilities (relevant to post)</b>	<ul style="list-style-type: none"> <li>➤ Sufficiently fluent in spoken English to ensure effective performance in the role.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Willing to take on overtime outside of school hours (arranged with the headteacher).</li> <li>➤ Experience in maintaining and fixing equipment.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>➤ Personable/friendly.</li> <li>➤ Reliable.</li> <li>➤ Takes pride in the role and work carried out.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Flexible (willing to carry out the role in non-school hours, if required).</li> </ul>

<b>Special Conditions</b>	➤ Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.	
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