

# Assistant Caretaker Person Specification

Category	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> <li>• Good standard of literacy</li> </ul>	<ul style="list-style-type: none"> <li>• Health &amp; Safety qualification (e.g., IOSH or NEBOSH).</li> <li>• Trade qualification (e.g., NVQ in Plumbing, Electrical, or Carpentry).</li> <li>• First Aid at Work certificate.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Compliance with health and safety in a work environment</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in building maintenance or facilities management.</li> <li>• Previous experience working within an educational or public sector setting.</li> <li>• Experience managing a cleaning or caretaking team.</li> </ul>
Skills & Abilities	<ul style="list-style-type: none"> <li>• Some practical "handyman" skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use BMS (Building Management Systems) software.</li> <li>• Competent "handyman" skills (minor repairs, decorating, plumbing).</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of safeguarding and child protection protocols.</li> </ul>	<ul style="list-style-type: none"> <li>• Secure understanding of COSHH, Fire Safety, and Asbestos regulations.</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• Reliable and punctual (willingness to be a key holder for emergencies).</li> <li>• Excellent communication skills with staff, pupils, and parents.</li> <li>• Ability to work independently and prioritise a varied workload.</li> </ul>	<ul style="list-style-type: none"> <li>• A "can-do" attitude and a sense of pride in the school environment.</li> </ul>