

Person Specification: 'Caretaker / Premises Assistant'

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Physical	Ability to meet the physical demands of the post i.e. carry heavy and cumbersome objects, ability to work up ladders.		Application Form and Interview
Attainments (Knowledge)	Educated to GCSE standard or able to demonstrate equivalent experience Basic IT skills Willingness to undertake further training as appropriate including Pool Plant Management, MIDDAS and First Aid. Full driving licence	Trade Qualifications Knowledge of COSHH Knowledge of Portable Appliance Electric Testing MIDDAS trained	Application Form References Certificates
Intelligence (Experience)	Experience of undertaking minor repairs, maintenance and improvement tasks Experience of building security and alarm systems Administration/clerical duties including computerised and manual record keeping including maintenance of the Log Book Adhering to Health and Safety Regulations Operation of planned maintenance programme work including routine inspections and monitoring contractor	Previous experience of caretaking in a school environment. Stock control management and monitoring Undertaking Risk Assessments	Application Form and Interview
Special Aptitudes (Personal Qualities)	Able to undertake a range of manual cleaning activities. Ability to maintain high standards of cleanliness in accordance with specified rotas.		Application Form and Interview

	<p>Ability to undertake manual work and to perform tasks included in the job description</p> <p>Good organisation skills in relation to managing own workload</p> <p>Ability to communicate with a variety of individuals including external contractors</p> <p>Ability to use correctly basic power tools and other equipment to make repairs and improvements</p> <p>Ability to present straightforward reports</p> <p>Ability to work on own initiative and make decisions</p> <p>Ability to work under pressure</p> <p>Ability to develop good working relationships with staff, pupils, visitors and all users of the school site</p> <p>Ability to work without supervision Flexibility</p> <p>Ability to work on a flexible basis in relation to working hours including out of hours emergency call outs (i.e. to respond to alarms)</p> <p>Ability to communicate/handle information of a sensitive or confidential nature</p> <p>A Positive 'can do' attitude</p>		
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