

Person Specification – School Caretaker

Knowledge and Skills	Essential	Desirable
Relevant training: - Health and Safety for Caretakers - Working at Height or basic ladder safety - Manual Handling - Awareness of Control of Substances Hazardous to Health (COSHH) - Legionella Awareness - Asbestos Awareness - Fire Safety	Yes - training can be organised by the school	
Polite and friendly manner to staff, children and parents	Yes	
Work well as part of a team	Yes	
Good written and oral communication	Yes	
Work without supervision	Yes	
An understanding of good health and safety practice	Yes	
Evidence of success in completing basic DIY tasks	Yes	
Use equipment relevant to the post	Yes	
Gardening skills		Yes
Experience	Essential	Desirable
Identification of required maintenance and repairs to buildings and grounds	Yes	
Experience of building security duties including alarm setting		Yes
Previous caretaking or other building services experience		Yes
Previous experience of carrying out basic repairs not requiring a contractor	Yes	
Previous cleaning experience		Yes
Use of equipment relevant to post		Yes
Good organisational skills for record keeping and managing own work load	Yes	
Supply necessary repairs and maintenance materials		Yes
Ability to recognise the importance of ensuring a safe, secure environment	Yes	
Other requirements	Essential	Desirable
To be physically fit and able to carry and move equipment and resources	Yes	
Climb ladders and work at height	Yes	
Clean and tidy appearance	Yes	
Able to attend site in an emergency		Yes
Willing to be reasonably flexible to accommodate the needs of the school	Yes	
Good sense of humour	Yes	