Personnel Specification

Caretaker– Grade: D

Purpose	Essential	Desirable
Qualifications relevant to the role		
Recent training relevant to the role		
Willingness to participate in other/and or further development & training opportunities		
Experience, Knowledge and Education		
Evidence of a reasonable level of Literacy and Numeracy appropriate to the role		
Recent experience of being responsible for security and as a key holder on call		
Worked in a school environment		
Have a good working knowledge of Health & Safety Legislation		
Competent basic skills for plumbing, carpentry and decorating		
Experience of managing others		
Skills, Abilities and Professional attributes		
Competent with using IT systems – email and H&S reporting system		
Competent to effectively manage a budget		
Friendly, professional manner		
Take pride in work and strive to achieve high standards		
Good overall level of fitness, stamina and drive appropriate to the role		
Be able to work as part of a team		
Be able to promote the ethos and vision of the school		
Have commitment to maintaining the professional image of the school		
Be able to use initiative		
Able to prioritise and work to deadlines		
Effective verbal communication skills		
Have a commitment to Inclusion and Equal Opportunities		