



Person specification: caretaker - Primary

	Essential	Desirable	How Identified
Qualifications and Experience	<ul style="list-style-type: none"> Competent at carrying out basic building repairs and maintenance. Disclosure and Barring Service (DBS) enhanced disclosure Valid driving license Own transport Good level of numeracy and literacy skills Willingness to participate in ongoing training 	<ul style="list-style-type: none"> Relevant health and safety qualifications First Aid qualification Basic ICT qualification Experience of building and site security Experience of cleaning Experience of Gardening Valid Driving License with class D1 entitlement 	Application form References Interview
Skills and personal qualities	Skills & Personal Qualities <ul style="list-style-type: none"> Integrity, good timekeeping and high standards Proven ability to work flexibly as a team member and to work on own initiative Resilient, tactful and diplomatic, even when under pressure A good understanding of health & safety issues and risk assessment processes Excellent personal organisation, with the ability to prioritise a busy and rapidly changing workload Good Practical skills in basic carpentry, plumbing and electrics Ability to carry out minor repairs and decoration. 		Application form References Interview

	<ul style="list-style-type: none"> • The ability to accurately record details of work carried out • Good problem-solving skills • The ability to supervise cleaning staff and manage contractors • Awareness security and hygiene issues • Excellent communication skills • The ability to use a Computer and Smartphone or Tablet for email and data input. 		
Other Requirements	<ul style="list-style-type: none"> • Ability to adhere to the Trust's policies and procedures and most importantly the equal opportunities policy, safeguarding policy and all health & safety related policies. • Ability to contribute to the life of the Trust • Ability to demonstrate an understanding of children 		Application Interview References