

**Senior Caretaker - Person Specification**

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|  | **JOB REQUIREMENT** | **Essential** | **Preferred** | **\* How assessed** |
| Qualifications, knowledge and experience | Good level of literacy and numeracy skills that enable the post holder to complete relevant documentation. | √ |  | A  |
| Good level of IT Literacy Skills with a firm understanding of Microsoft Office Packages. | √ |  | A  |
| IOSH Managing Safely Qualification or willingness to work towards  | √ |  | A & C |
| Manual Handling Qualification or willingness to work towards | √ |  | A & C |
| Previous site maintenance experience | √ |  | A  |
| First Aid at Work Certificate or willingness to work towards | √ |  | A & C  |
| Good working knowledge of building plant operation | √ |  | A & I |
| Good working knowledge of CCTV, Fire and Intruder systems | √ |  | A & I |
| Good working knowledge of statutory Health and Safety checks such as water hygiene routines i.e. legionella prevention, fire safety, asbestos management etc | √ |  | A & I |
| Practical skills related to DIY and minor maintenance tasks  | √ |  | A & I |
| Previous supervisory experience |  | ✓ | A & I |
| Personal and interpersonal  | **Interacting and Presenting – Relating and Networking**Establishes good relationships with customers and staff; Builds wide and effective networks of contacts inside and outside the organisation; Relates well to people at all levels; Manages conflict; Uses humour appropriately to enhance relationships with others | √ |  | I |
| **Organising and Executing - Planning and Organising**Sets clearly defined objectives; Plans activities and projects well in advance and takes account of possible changing circumstances; Manages time effectively; Identifies and organises resources needed to accomplish tasks; Monitors performance against deadlines and milestones | √ |  |  I  |
| **Creating and Conceptualising – Learning and Researching**Rapidly learns new tasks and quickly commits information to memory; Gathers comprehensive information to support decision making; Demonstrates a rapid understanding of newly presented information; Encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback); Manages knowledge (collects, catalogues, and disseminates knowledge of use to the organisation) | √ |  | I |
| **Supporting and Co-operating – Working with People**Demonstrates an interest in and understanding of others; Adapts to the team and builds team spirit; Recognises and rewards the contribution of others; Listens, consults others and communicates proactively; Supports and cares for others; Develops and openly communicates self-insight | √ |  | I |
| **Adapting and Coping - Coping with Pressures and Setbacks**Works productively in a pressurised environment; keeps emotions under control during difficult situations; balances the demands of a work life and a personal life; maintains a positive outlook at work; handles feedback well and learns from it; is mindful of the levels of resilience within the teams they lead and manage and works to enhance those levels of resilience | √ |  | I |
| Child Protection | A commitment to the responsibility of safeguarding and promoting the welfare of young people. | √ |  | A, I & C |
| Enhanced DBS disclosure *(to be completed by preferred candidate following interview).* | √ |  | C |
| Willingness to undertake safeguarding training when required. | √ |  | I |

\* A = application, C = clearances, I = interview, T = task,