

**Caretaker - Person Specification**

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| **JOB REQUIREMENT** | **Essential** | **Preferred** | **\* How assessed** |
| **Qualifications, knowledge and experience** | Good level of literacy, numeracy and computer skills, enabling the post holder to complete relevant documentation, both manually and electronically. | √ |  | A |
| Previous experience in a similar role. | √ |  | A & I |
| Knowledge of building plant operation (i.e. boilers, alarm panels etc). | √ |  | A & I |
| Knowledge of relevant health and safety legislation. |  | √ | A & I |
| Qualifications or evidence of CPD in a relevant field at Level 2 or above (i.e. manual handling, first aid, legionella awareness, asbestos awareness). |  | √ | A & I |
| Experience of working in a school environment. |  | √ | A & I |
| **Personal and interpersonal**  | **Organising & Executing - Following instructions and procedures**Appropriately follows instructions from others without unnecessarily challengingauthority; follows procedures and policies; keeps to schedules; arrives punctuallyfor work; demonstrates commitment to the organisation; complies with legal obligations and safety requirements of the role. | √ |  | I |
| **Organising & Executing - Planning and Organising**Plans activities in advance and takes account of school needs and timings and possible changing circumstances; manages time effectively; identifies and organises resources needed to accomplish tasks; monitors performance against deadlines and milestones. | √ |  |  I  |
| **Organising & Executing - Delivering Results and Meeting Expectations**Focuses on customer needs and satisfaction; sets high standards for quality andquantity; monitors and maintains quality and productivity; works in a systematic,methodical and orderly way; consistently achieves goals. | √ |  | I |
| **Supporting & Cooperating - Working with People**Demonstrates an interest in and understanding of others; adapts to the team andbuilds 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 & Coping – Adapting & Responding to change**Adapts to changing circumstances; Accepts new ideas and change initiatives; Adapts interpersonal style to suit different people or situations; Shows respect and sensitivity towards cultural and religious differences; Deals with ambiguity, making positive use of the opportunities it presents | √ |  | I |
| **Child Protection** | A commitment to the responsibility of safeguarding and promoting the welfare of young people. | √ |  | I |
| 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