



## Caretaker - Person Specification

JOB REQUIREMENT		Essential	Preferred	* How assessed
Qualifications, knowledge and experience	Good standard of literacy, numeracy and ICT 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).	✓		I
	Knowledge of relevant health and safety legislation.		✓	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
	Experience of working in a school environment.		✓	A & I
	First Aid at Work qualification (or willingness to work towards)	✓		A & I
Personal and interpersonal	<b>Supporting &amp; Cooperating – Working with people</b> Demonstrates an interest in and understanding of others; Adapts to the team and builds team spirit; Listens, consults others and communicates proactively; Supports and cares for others; Develops and openly communicates self-insight	✓		I
	<b>Organising &amp; Executing – Following instructions &amp; procedures</b> Appropriately follows instructions from others without unnecessarily challenging authority; Follows procedures and policies; Keeps to schedules; Arrives punctually for work and meetings; Demonstrates commitment to the organisation; Complies with legal obligations and safety requirements of the role	✓		I
	<b>Adapting and Coping – Adapting &amp; Responding to change</b> 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
	<b>Interacting &amp; Presenting – Persuading &amp; Influencing</b> Makes a strong personal impression on others; Gains clear agreement and commitment from others by persuading, convincing and negotiating; Manages conflict well.	✓		I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I
	Enhanced DBS disclosure ( <i>to be completed by preferred candidate following interview</i> ).	✓		C
	Willingness to undertake safeguarding training when required.	✓		I

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