Lettings Caretaker - Person Specification

	JOB REQUIREMENT	Essential	Preferred	* How assessed
Qualifications, knowledge and experience	Awareness and understanding of working within a school environment		✔	A & I, C
	Experience of lettings bookings and providing good customer service		✔	
	Experience of dealing with the general public and contractors	✔		A & I,C
	Experience of the safe usage and storage of chemicals and equipment		✔	A & I
	Experience in maintaining a safe and clean external environment eg. Gritting carparks and walkways		✔	A & I
	Experience of security requirements		✔	A & I
	Experience in promoting and ensuring the health and safety of pupils, staff and visitors		✔	A & I
	Basic ICT skills		✔	A & I,C
	Good Team player		✔	A & I
	Flexible approach to hours, working patterns and duties	✔		A & I,C
	Knowledge of Health and Safety Legislation including:- Working at Height Regulations Electricity at Work Regulations Manual Handling Regulations	✔		A & I
	A sound understanding of COSHH regulations in relation to the safe use and storage of cleaning products.		✔	A & I
	Ability to deal with emergencies and problems		✔	A & I
Personal and interpersonal	Ability to work on own initiative	✔		I & C
	Professional, friendly and approachable team player with a positive attitude	✔		I
	Keeps to schedules; Arrives punctually for work; Demonstrates commitment to the organisation	✔		I & C
	Committed to meeting the needs of the school, ensuring it is a safe, tidy, clean environment for students, staff, visitors and customers	✔		I & C
	Willingness to attend site in an emergency	✔		A & I
	Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload	✔		A & 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 Child Protection training when required.	✔		I

* A = by application, C = clearances, I = Interview