

## PERSON SPECIFICATION

### IMPORTANT

**THE REHABILITATION OF OFFENDERS ACT**

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is Enhanced Disclosure.

**JOB TITLE: Caretaker (with Staff) (Secondary School)**

**GRADE: 3**

**JOB REF: AAAE5002B**

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Practical ability to use basic hand tools</li> </ul>	<ul style="list-style-type: none"> <li>• IOSH – Managing safely accreditation</li> <li>• First Aid qualification</li> <li>• Manual Handling</li> <li>• Ability to use a computer</li> </ul>	Application Form
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience in general caretaking / maintenance / site duties</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of dealing with contractors</li> </ul>	Application Form and Interview
<b>Job Related Knowledge</b>	<ul style="list-style-type: none"> <li>• Able to implement sound routine maintenance working practices</li> </ul>	<ul style="list-style-type: none"> <li>• PAT Testing</li> <li>• Knowledge of general school maintenance and cleaning procedures / methods</li> <li>• Working Knowledge of Health and safety and COSHH.</li> </ul>	Application Form and Interview
<b>Skills and Aptitudes</b>	<ul style="list-style-type: none"> <li>• Proactive and able to work under own initiative and within a team</li> <li>• Friendly and welcoming to all students, staff, visitors and partners</li> <li>• Patient</li> <li>• Flexible</li> <li>• Reliable</li> <li>• Ability to lift heavy items</li> <li>• Excellent Time Management and well organised</li> <li>• Excellent attention to detail</li> </ul>		Interview and references

	<ul style="list-style-type: none"><li>• Effective communicator – both written and verbal</li><li>• Understands the confidential nature of the post</li><li>• Sense of humour</li><li>• Emotionally Intelligent</li><li>• Approachable</li></ul> <p>Loyal to the school and supportive of the school's culture</p>		
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