

Person Specification Caretaker		
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good literacy and numerical skills • A full and clean driving license 	<ul style="list-style-type: none"> • Attendance at courses related to cleaning, caretaking or health & safety
Experience/ Knowledge	<ul style="list-style-type: none"> • Experience of caretaking or premises management, building cleaning or building management • Use of general cleaning equipment • Operation and maintenance of heating systems • Advanced DIY skills – use and care of hand and power tools 	<ul style="list-style-type: none"> • A construction industry trade background • Use of commercial cleaning equipment • Use of commercial site maintenance equipment • Taken responsibility for security of a building • Knowledge of security systems
Skills/Abilities	<ul style="list-style-type: none"> • Ability to pass a Disclosure & Barring enhanced check • Can proactively identify and solve buildings maintenance issues and general repairs • Ability to lift and carry items • Ability to follow and comply with instructions on equipment and/or materials usage • Willingness to work as part of a team • Ability to meet deadlines • Ability use own initiative to manage own work effectively • Ability to work at height from ladders and access platforms 	<ul style="list-style-type: none"> • Ability to carry out health and safety checks and maintain relevant records • Ability to undertake appropriate administration in relation to materials, maintenance and inspection of systems
Personal Qualities	<ul style="list-style-type: none"> • Strong focus on outstanding customer service: The desire to “go the extra mile” • Demonstrates energy and enthusiasm • Flexibility to work outside of normal hours if required • Willing to undertake relevant training • An effective communicator • Proactive • Ability to get on well with staff, children and the public 	