



ASSISTANT CARETAKER Person Specification

All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification

Qualification and experience

Candidates should have:

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| 1 | GCSE Maths and English or equivalent (NVQ 2) or evidence of abilities at this level |
| 2 | Previous premises experience in an educational setting – desirable |

Personal qualities

Candidates should:

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| 1 | Communicate effectively and develop positive relationships with all pupils and stakeholders |
| 2 | Demonstrate excellent interpersonal and organisational skills to work collaboratively and constructively with the school community |
| 3 | Be decisive, consistent and have a creative approach to problem solving |
| 4 | Be well-presented and have a positive attitude |
| 5 | Flexible and adaptable to changing circumstances/situations |
| 6 | Ability to plan and prioritise workload |
| 7 | Ability to use own initiative and work independently |
| 8 | Ability to work calmly under pressure |

Skills

Candidates should be able to:

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| 1 | Support the vision for the school |
| 2 | Have basic DIY skills |
| 3 | Be reasonably fit to cope with the lifting and carrying involved |
| 4 | Carrying out basic repairs |
| 5 | Managing access to the premises and maintaining security |
| 6 | Supporting health and safety around the school, and supervising external contractors |
| 7 | Approachable, courteous and able to present a positive image of the school to all stakeholders |

Professional knowledge and understanding

Candidates should:

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| 1 | Have a strong awareness of Health & Safety |
| 2 | Demonstrate a full working knowledge of relevant policies/codes of practice & awareness of relevant legislation |

Safeguarding

Candidates should have:

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| 1 | An understanding of safeguarding and promoting the welfare of children and young people |
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The successful candidate will be required to undergo an enhanced check from the Disclosure and Barring Service (DBS).