**Halesbury School**

**Person Specification - Caretaker**

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|  | Assessment By | | |
| **Experience/ Knowledge** | Application | Interview | Task |
| * Ability to carry out, and be competent in, general repairs and maintenance (DIY) around the school site both internally and externally. * Knowledge and understanding of relevant policies/codes of practice – health and safety * Knowledge of systems used in a school, e.g. boilers, alarms would be preferable. * Ability to use a range of tools and equipment, ensuring safe handling and storage * Competent user of administrative systems and software including emails, Microsoft Word & Microsoft Excel, to maintain records. * Good numeracy and literacy skills * Relevant experience of working with Health and Safety systems, carrying out risk assessments. Has a good understanding of health and safety legislation and COSHH guidelines | X  X  X  X  X  X | X  X  X |  |

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|  | Assessment By | | |
| **Qualifications / Training** | Application | Interview | Task |
| * Willing to undertake training as required. * Possess a PAT testing license or is willing to train for a license * Experience working in a school or building trade * Full clean driving licence | X  X  X  X | X |  |

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| **Practical Skills** | Application | Interview | Task |
| * Ability to work effectively on own initiative and as a member of a team. * Ability to supervise others, e.g. contractors, cleaners. * Good organisational skills. * Able to operate electrical/mechanical systems and equipment. * Able to handle/carry heavy items safely | X  X  X  X  X | X  X  X  X  X |  |

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| **Personal Qualities and Attributes** | Application | Interview | Task |
| * Excellent communication and interpersonal skills, able to communicate with adults and children in a polite, courteous, appropriate manner. * Must be reliable, co-operative and honest and remain calm and patient under pressure. * To actively promote Dudley's commitment to safeguarding and promoting the welfare of children and young people. * Highly motivated with high expectations and positive attitude. * Approachable professional, who responds well to and offers constructive advice. | X  X  X  X  X | X  X  X  X |  |
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