**Halesbury School**

**Person Specification - Caretaker**

|  |  |
| --- | --- |
|  | 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
 | XXXXXX | XXX |  |

|  |  |
| --- | --- |
|  | 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
 | XXXX | X |  |

|  |  |
| --- | --- |
|  | Assessment By |
| **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
 | XXXXX | XXXXX |  |

|  |  |
| --- | --- |
|  | Assessment By |
| **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.
 | XXXXX | XXXX |  |
|  |  |  |  |