**DORMSTON SCHOOL**

Person Specification for School Caretaker

**Other Grade/Salary**

Grade 5 (Point 7 - 11)

**Experience**

* demonstrate experience of Caretaking/Site Management or a relevant role;
* demonstrate experience of supervision/management of colleagues desirable;
* demonstrate experience of providing training and probationary support to colleagues and newly appointed staff desirable.

**Qualifications/Training**

* good literacy, numeracy and ICT skills;
* recognised qualification in ICT, electrics, plumbing or carpentry desirable;
* willingness to undertake training as required;
* able to understand and apply regulations such as health and safety and manual handling;
* ability to operate electrical/mechanical systems.

**Practical Skills**:

* excellent practical DIY skills;
* competence at basic building repairs;
* strong management skills;
* excellent organisation skills;
* excellent communication skills;
* to work flexibly to meet the needs of the service;
* to adhere to equal opportunities, health and safety, safeguarding and other school policies;
* ability to handle/carry heavy items safely.

**Personal Qualities and Attributes**:

* reliable;
* trustworthy;
* courteous;
* observant to detail – notices what needs to be done;
* honesty;
* able to use own initiative;
* confidentiality

**Dormston School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  All posts within the school will require Enhanced DBS Clearance, ID and Qualification Checks**