

PERSON SPECIFICATION

JOB TITLE: Caretaker

DEPARTMENT: Education

GRADE:

POST NO:

PREPARED BY:

DATE: 14 May 2014

E = ESSENTIAL D = DESIRABLE		SOURCE OF EVIDENCE - APPLICATION = A TEST = T INTERVIEW = I	
	1. EXPERIENCE, direct work experience, other relevant experience.	W =	
	Relevant experience desirable.		A/I
	Handyperson experience.		A/I
	Caretaking / site-keeping experience in a school or similar environment.		A/I
			A/I
	2. KNOWLEDGE, without which the job cannot be done effectively.	W =	
	Willingness to develop knowledge of use of ICT and other specialist equipment / resources.		A/I/T
	Working knowledge of relevant policies / codes of practice / legislation.		A/I/T
	Knowledge of Health and Safety procedures and precautions.		A/I
	Knowledge of COSHH regulations.		A/I
	Awareness of health and hygiene procedures.		A/I
	Knowledge of moving and handling procedures.		
	3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train.	W =	
	Self-motivation.		A/I
	Ability to relate well to children and adults.		A/I
	Willingness to participate in development and training opportunities.		A/I
	Team leading skills.		A/I
			A/I
	4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given.	W =	
	Willingness to undertake induction training.		A/I
	NVQ 2 OR equivalent qualification desirable.		A/I
	Good numeracy / literacy skills / GCSE (or equivalent) Maths and English.		A/I
	Specific training in specialist area.		
			A/I
	5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.	W =	
			A/I
			A/I
	6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.	W =	A/I
	CONTRA INDICATIONS, if any	W =	
			A/I