

PERSON SPECIFICATION EVENING/WEEKEND CARETAKER



Minimum Essential Requirements	Desirable	Method of Assessment
Education / Training		
<ul style="list-style-type: none"> • Good basic literacy and numeracy • Knowledge of Health & Safety legislation relating to the role. 	<ul style="list-style-type: none"> • Health & Safety qualification • Practical knowledge of basic maintenance tasks. 	Application Form Interview
Experience		
<ul style="list-style-type: none"> • Previous experience in a similar role 	<ul style="list-style-type: none"> • Experience of working in an educational setting • Experience of dealing with customer/general public queries or issues 	Application Form, Interview and References
Aptitude and Skills		
<ul style="list-style-type: none"> • Use of initiative to solve straightforward problems • Ability to work alone without supervision and as part of a team • Ability to follow instructions and achieve objective within set deadlines • Good interpersonal skills • Adaptable to change by adopting a flexible and cooperative approach • Basic IT skills • Willingness to participate in development and training opportunities 	<ul style="list-style-type: none"> • Understanding and promoting positive relationships within the wider school community 	Application Form and references
Personal Qualities		
<ul style="list-style-type: none"> • Friendly and approachable • Resilient, tactful and diplomatic even when under pressure • Be trustworthy and of good character • Punctual with ability to work flexibly • This role will require satisfactory clearance from the Disclosure and Barring Service (DBS). 	<ul style="list-style-type: none"> • Full Clean licence 	Application Form/References