

Caretaker / Site Supervisor - Person Specification



- An enhanced DBS Safeguarding clearance is essential (school will organise this).
- A job offer will be subject to satisfactory references, and a medical check via the Council.
- The criteria below will be evidenced through: application form, interview, certificates & references.

	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none">• Possess sufficient numeracy and literacy skills to be able to carry out the role effectively.• Willingness to participate in ongoing training.• Some knowledge and awareness of Health and Safety regulations.	<ul style="list-style-type: none">• Any relevant qualifications linked to H&S and to aspects of building & site maintenance.
Experience	<ul style="list-style-type: none">• Handy-person or DIY experience, and ability to carry out minor repairs.• Good practical skills.• Relevant work experience.	<ul style="list-style-type: none">• Caretaking or site-manager/site-supervisor in a school or similar environment.• Use of commercial cleaning equipment• Understanding of the issues around water hygiene, fire safety etc.• Time served tradesman.• Knowledge of security systems, alarms, etc.• Experience of COSHH.• Experience of cleaning a building or site.
Work related Skills & Abilities	<ul style="list-style-type: none">• Ability to work as part of a team, as well as alone.• Be punctual, reliable and have good time management skills.• Ability to work in accordance with the school's health and safety policies and the code of safe working practice for caretaking premises staff.• Personal initiative and a proactive approach.	<ul style="list-style-type: none">• Ability to organise and manage ongoing work programmes

	<ul style="list-style-type: none"> • Ability to create & maintain positive working relationships with school staff & external contractors. • Ability to work to deadlines & to work on own initiative. • Ability to undertake general building maintenance. • Demonstrate initiative in terms of making suggestions for future development of the building & site. • Good organisational skills. • Strong DIY skills – practical skills and ability to tackle minor repairs. • Ability to use a range of tools safely and competently. • Communication and interpersonal skills - able to communicate positively with staff, pupils and external contractors. • Ability to lift and carry heavy items. • Demonstrates a practical approach to problem solving. • Ability to respond calmly to emergencies. • Willingness to work unsocial hours, when required. • Ability to respond calmly to emergencies. 	
Knowledge	<ul style="list-style-type: none"> • Ability to follow and comply with instructions on equipment and/or materials usage • Ability to carry out health & safety checks and maintain relevant records 	<ul style="list-style-type: none"> • Working knowledge of health and safety procedures and regulations, e.g. COSHH • Knowledge of security systems as they apply to school buildings. • Knowledge of basic plumbing and of heating systems.
Personal attributes	<ul style="list-style-type: none"> • Physically able to carry out the duties within the Job Description. • Flexible and adaptable. Well organised. • Believes in & maintains high standards at all times. • Friendly manner. Team player. Punctual & reliable. • Motivated. Positive outlook. Initiative. • Enthusiastic and committed. • Reliable and trustworthy. 	

December 2019.