



## WISE ACADEMIES

### Person Specification

**JOB TITLE**  
**GRADE**

Caretaker  
7 - 11

Minimum Essential Requirements	Method of Assessment
<b>Experience/Qualifications</b>	Interview / application form / certificates
<p>Relevant experience in a caretaking environment or in a similar or related role.</p> <p>Supervision of cleaning staff.</p> <p>British Institute Of Cleaning Science Certificate of Proficiency (L1) or equivalent.</p> <p>NVQ in General Maintenance and Housekeeping or equivalent.</p>	
<b>Knowledge</b>	Interview / application form / references
<p>Knowledge of Health &amp; Safety legislation relating to a caretaking environment.</p> <p>Considerable knowledge of a broad range of practical tasks associated with a caretaking environment together with the operation of associated tools and equipment.</p>	
<b>Skills and Competencies</b>	Interview / application form
<p>Literacy skills sufficient to read text and write straightforward sentences.</p> <p>Numeracy skills sufficient to undertake straightforward arithmetic functions.</p> <p>Strength, dexterity and co-ordination to use a range of cleaning tools and equipment.</p> <p>Ability to plan and organise staff and resources, including effective use of own time.</p> <p>Resourceful and works with initiative and without constant supervision.</p> <p>Listens, consults others and communicates clearly. Customer care skills.</p> <p>Appropriately follows instructions to achieve set objectives.</p> <p>Reliable and keeps good time.</p> <p>Committed to the provision of quality services to achieve customer satisfaction.</p>	

<p>Demonstrates integrity and upholds values and principles.</p> <p>Promotes equal opportunities and diversity in all aspects of work</p> <p>A willingness to undertake job related training</p>	
<b>Physical, mental, emotional and environmental demands</b>	Interview / application form
<p>Work from a standing position, need to walk, bend, lift and carry moderate weights.</p> <p>Short periods of concentration dispersed throughout day, week and month.</p> <p>Few emotional demands.</p> <p>Mainly indoors but with some external work and some exposure to unpleasant conditions such as toilet areas.</p>	
<b>Work Related Circumstances</b>	Interview / application form
<p>Be a role model for pupils in terms of appearance and behaviour.</p> <p>Have due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the Academy.</p> <p>A commitment to ensuring a safe environment for children, a thorough knowledge and understanding of safeguarding procedures.</p> <p>Be flexible and reliable.</p> <p>To be able to work cooperatively as part of a team</p>	