

PERSON SPECIFICATION – CARETAKER (BUILDING MAINTENANCE OFFICER)

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education				D1	To have served a full apprenticeship in electrical, building, mechanical or equivalent discipline.	AF/I/R
				D2	Clean, full Driving License	AF, C
Experience & Knowledge				D3	Caretaking experience in a school setting and knowledge of school policies	AF/I/R
				E1	At least 1 years practical experience in building maintenance, heating, ventilating, electrical or similar work	AF/I/R
				E2	Experience in the application of Health and Safety legislation	AF/I/R
				E3	Experience of cleaning in contract / industrial setting / environment	AF/I/R
Skills	E4	Ability to respond to changing priorities	AF/I/R	D4	Manual Handling experience and training	AF/I/R
	E5	Ability to work on own and prioritise own work load	AF/I/R	D5	Ladder Safety training and experience	AF/I/R

	E6	Ability to communicate effectively both verbally and in writing to other academy staff	AF/I/R			
Personal Attributes	E7	Flexible approach to working arrangements in line with the duties of the post	AF/I/R			
	E8	Willingness to undertake training to advance experience and knowledge and to ensure that up to date procedures and legislation is followed	AF/I/R			
Special Requirements	E9	Ability to comply with the Trust's No Smoking at Work Policy and Alcohol at Work Policy	AF/I/R			
	E10	Capacity for independent travel in line with the duties and requirements of the post	AF/I/R			
	E11	Motivation to work with children	AF/I/R			
	E12	Ability to form and maintain appropriate relationships and personal boundaries with children	AF/I/R			
	E13	Suitability to work with children	AF/I/R			

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Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure and Barring Check

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references