



Person Specification – Site Caretaker

	Essential	Desirable	Evidence
Qualifications and training			
Relevant experience in e.g. site maintenance, trade	X		A
A full UK driving licence		X	A
Experience			
Working as part of a team	X		A/I
Working within a school environment		X	A/I
Working in a trade or site maintenance	X		A/I
Completing reports relating to health and safety water testing, playground checks, fire safety and evacuations		X	A/I
Working within the requirements of legislation e.g. Healthy and Safety at Work Act 1974 etc.		X	A/I
Knowledge and skills			
Good English and Maths skills	X		A/I
Effective communication and written skills	X		A/I
Good 'handy person' skills	X		A/I
Ability to carry out DIY tasks in order to maintain and repair school property, fixtures and fittings	X		
Personal qualities			
Friendly, caring, approachable and flexible	X		A/I
Excellent time management and organisational skills	X		A/I
A positive attitude to work	X		A/I
Capable of handling a demanding workload and be able to successfully prioritise work and meet deadlines	X		A/I
High expectations of self and professional standards	X		A/I
Ability to work as both part of a team and independently	X		A/I



Ability to maintain successful working relationships with colleagues	X		A/I
A good attendance and punctuality record	X		A/I
High levels of drive, energy and integrity	X		A/I
Ability to support and follow school policies and procedures, including safeguarding, health and safety and inclusion	X		A/I
Committed to contributing to the wider school and its community	X		A/I
Ability to plan and take control of situations	X		A/I
Professional development			
Ability to improve own practice/knowledge through self-evaluation, appraisal and learning with/from others	X		I
Willingness to participate in all forms of professional development	X		I
Other			
Being available for attending whole school events such as sports days, parent evenings, etc. as required	X		I
Willingness to work outside of normal working hours, by prior arrangement, on occasion.	X		I
Good work record Be subject to satisfactory references Be subject to a relevant DBS Check	X		