

## PERSON SPECIFICATION

**JOB TITLE:** Caretaker

**DEPARTMENT:** Education

**GRADE:**

**POST NO:**

**PREPARED BY:**

**DATE:** 14 May 2014

<b>E = ESSENTIAL</b> <b>D = DESIRABLE</b>		<b>SOURCE OF EVIDENCE - APPLICATION = A</b> <b>TEST = T</b> <b>INTERVIEW = I</b>	
	<b>1. EXPERIENCE, direct work experience, other relevant experience.</b>	W =	
	Relevant experience desirable.		A/I
	Handyperson experience.		A/I
	Caretaking / site-keeping experience in a school or similar environment.		A/I
			A/I
	<b>2. KNOWLEDGE, without which the job cannot be done effectively.</b>	W =	
	Willingness to develop knowledge of use of ICT and other specialist equipment / resources.		A/I/T
	Working knowledge of relevant policies / codes of practice / legislation.		A/I/T
	Knowledge of Health and Safety procedures and precautions.		A/I
	Knowledge of COSHH regulations.		A/I
	Awareness of health and hygiene procedures.		A/I
	Knowledge of moving and handling procedures.		
	<b>3. SKILLS &amp; ABILITIES, Essential/Capable of doing, Desirable/Able to train.</b>	W =	
	Self-motivation.		A/I
	Ability to relate well to children and adults.		A/I
	Willingness to participate in development and training opportunities.		A/I
	Team leading skills.		A/I
			A/I
	<b>4. QUALIFICATIONS, TRAINING &amp; EDUCATION, also identify training to be given.</b>	W =	
	Willingness to undertake induction training.		A/I
	NVQ 2 OR equivalent qualification desirable.		A/I
	Good numeracy / literacy skills / GCSE (or equivalent) Maths and English.		A/I
	Specific training in specialist area.		
			A/I
	<b>5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.</b>	W =	
			A/I
			A/I
	<b>6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.</b>	W =	A/I
	<b>CONTRA INDICATIONS, if any</b>	W =	
			A/I