**PERSON SPECIFICATION – CARETAKER (BUILDING MAINTENANCE OFFICER)**

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| **ESSENTIAL** | | | | **DESIRABLE** | | |
|  | **Criteria No.** | ATTRIBUTE | **Stage Identified** | Criteria **No.** | ATTRIBUTE | **Stage Identified** |
| **Qualifications & Education** |  |  |  | D1  D2 | To have served a full apprenticeship in electrical, building, mechanical or equivalent discipline.  Clean, full Driving License | AF/I/R  AF/C |
| **Experience & Knowledge** | E1  E2  E3 | At least 1 years practical experience in building maintenance, heating, ventilating, electrical or similar work  Experience in the application of Health and Safety legislation  Experience of cleaning in contract / industrial setting / environment | AF/I/R  AF/I/R  AF/I/R | D3 | Caretaking experience in a school setting and knowledge of school policies | AF/I/R |
|  |  |  |  | D4 | Experience of serving lettings | AF/I/R |
| **Skills** | E4  E5  E6  E7 | Application form completed to a satisfactory standard  Ability to respond to changing priorities  Ability to work on own and prioritise own work load  Ability to communicate effectively both verbally and in writing to other academy staff | AF  AF/I/R  AF/I/R  AF/I/R | D5  D6 | Manual Handling experience and training  Ladder Safety training and experience | AF/I/R  AF/I/R |
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| **Personal Attributes** | E8  E9 | Flexible approach to working arrangements in line with the duties of the post  Willingness to undertake training to advance experience and knowledge and to ensure that up to date procedures and legislation is followed | AF/I/R  AF/I/R |  |  |  |
| **Special Requirements** | E10  E11  E12  E13  E14  E15  E16 | Ability to comply with the Trust’s No Smoking at Work Policy and Alcohol at Work Policy  Capacity for independent travel in line with the duties and requirements of the post  Motivation to work with children  Ability to form and maintain appropriate relationships and personal boundaries with children  Suitability to work with children  Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintain discipline  An ability to fulfil all spoken aspects of the role with confidence through the medium of English | AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF, I |  |  |  |
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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