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

|  |  |
| --- | --- |
| **ESSENTIAL** | **DESIRABLE** |
|  | **Criteria No.** | ATTRIBUTE | **Stage Identified** | Criteria**No.** | ATTRIBUTE | **Stage Identified** |
| **Qualifications & Education** |  |  |  | D1D2 | To have served a full apprenticeship in electrical, building, mechanical or equivalent discipline.Clean, full Driving License | AF/I/RAF/C |
| **Experience & Knowledge** | E1E2E3 | At least 1 years practical experience in building maintenance, heating, ventilating, electrical or similar workExperience in the application of Health and Safety legislationExperience of cleaning in contract / industrial setting / environment | AF/I/RAF/I/RAF/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**  | E4E5E6E7 | Application form completed to a satisfactory standardAbility to respond to changing prioritiesAbility to work on own and prioritise own work loadAbility to communicate effectively both verbally and in writing to other academy staff | AFAF/I/RAF/I/RAF/I/R | D5D6 | Manual Handling experience and trainingLadder Safety training and experience | AF/I/RAF/I/R |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Personal Attributes** | E8E9 | Flexible approach to working arrangements in line with the duties of the postWillingness to undertake training to advance experience and knowledge and to ensure that up to date procedures and legislation is followed | AF/I/RAF/I/R |  |  |  |
| **Special Requirements** | E10E11E12E13E14E15E16 | Ability to comply with the Trust’s No Smoking at Work Policy and Alcohol at Work PolicyCapacity for independent travel in line with the duties and requirements of the postMotivation to work with childrenAbility to form and maintain appropriate relationships and personal boundaries with childrenSuitability to work with childrenEmotional resilience in working with challenging behaviours and attitudes to use of authority and maintain disciplineAn ability to fulfil all spoken aspects of the role with confidence through the medium of English | AF/I/RAF/I/RAF/I/RAF/I/RAF/I/RAF/I/RAF, I |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| 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