

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	E1	At least 1 years practical experience in building maintenance, heating, ventilating, electrical or similar work	AF/I/R	D3	Caretaking experience in a school setting and knowledge of school policies	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	Application form completed to a satisfactory standard	AF	D4	Experience of serving lettings	AF/I/R
	E5	Ability to respond to changing priorities	AF/I/R	D5	Manual Handling experience and training	AF/I/R
	E6	Ability to work on own and prioritise own work load	AF/I/R			

	E7	Ability to communicate effectively both verbally and in writing to other academy staff	AF/I/R			
Personal Attributes	E8	Flexible approach to working arrangements in line with the duties of the post	AF/I/R			
	E9	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	E10	Ability to comply with the Trust's No Smoking at Work Policy and Alcohol at Work Policy	AF/I/R			
	E11	Capacity for independent travel in line with the duties and requirements of the post	AF/I/R			
	E12	Motivation to work with children	AF/I/R			
	E13	Ability to form and maintain appropriate relationships and personal boundaries with children	AF/I/R			
	E14	Suitability to work with children	AF/I/R			

	E15	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintain discipline	AF/I/R			
	E16	An ability to fulfil all spoken aspects of the role with confidence through the medium of English	AF, 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