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| Person specification  Full time Caretaker – SCP 6 | | | |
| Selection Criteria | Essential | Desirable | Evidence |
| **Please be aware the role of the Site Manager requires a split shift during term time (06:30-09:30 & 14:15-18:15)** | | | |
| **Experience and Qualifications** | * Basic principles of site management * DIY work including decorating * Building maintenance | * Experience working in a school setting * GCSE or equivalent in English and Maths * Coordinating the work of contractors when on site * Willing to work towards an IOSH Managing Safely in Schools qualification |  |
| **Knowledge and Skills** | * Importance of health and safety * Deal with emergencies and issues in a positive and systematic manner * Work alone, demonstrating good self-motivation * Effective communication to a reasonable standard | * Anticipate and reduce risk where possible * Specific premises issues including health and safety, heating systems, building management systems and COSHH regulations * Ability to use a range of basic tools, machinery and equipment * Ability to work at height and carry out manual handling * Computer literate with good working knowledge of ICT including internet and Microsoft office |  |
| **Personal traits** | * Reliable, trustworthy and flexible * Good timekeeping and organisation skills * Enthusiastic * To be a proactive member of the school community * Be resourceful and work without supervision with a strong commitment to delivering high standards. | * An interest in self-development |  |