

**PERSON SPECIFICATION  
ASSISTANT CARETAKER**

**Qualifications**

- A recognised H&S qualification (desirable)
- GCSE grade C or above (or equivalent) in English and Maths (desirable)

**Previous Work Experience**

- Working as part of a team (essential)
- Prioritising actions (essential)
- Working within facilities management (desirable)
- Experience of school caretaking (desirable)
- Experience of cleaning duties in a work environment (desirable)

**Professional Knowledge Skills & Experience**

- Knowledge of Health and Safety requirements (essential)
- ICT literate (desirable)
- Experience of routine maintenance and repairs (desirable)

**People Management Skills**

- Good listener (essential)
- Fair but challenging so that high standards are achieved (essential)
- Good customer and communication skills (essential)
- Able to work professionally with other stakeholders and external agencies (essential)

**Other Personal Qualities**

- Be physically fit and able to undertake manual handling tasks routinely (essential)
- Organised with good time management skills (essential)
- Has attention to detail (essential)
- Ability to work within tight financial constraints (essential)
- Enjoys working with young people (essential)
- Ability to drive (preferably with minibus licence) (desirable)