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|  | Person Specification: Caretaker |  |
|  | Essential | Desirable |
| Qualifications | None required | Plumbing – Joinery – Electrical work  Decorating |
| Experience | The person should have experience of general D.I.Y. & cleaning work. | In addition, the Caretaker might have experience of:  directing the work of others as a manager;  working within an educational environment. |
| Knowledge  and  Understanding | The Caretaker should have knowledge and understanding of:  efficiently coordinating the work of others in the team;  the basic principles of site management;  the importance of Health & Safety;  techniques for the repair of damaged or defective equipment or resources. | In addition, the Caretaker might also have knowledge and understanding of:  the varied roles of all staff in the educational process  the contribution of both professionals and non-professionals to life-long learning;  specific premises issues: security, Health & Safety, heating systems, building construction, COSHH regulations. |
| Skills | The Caretaker will be able to:  use practical skills to improve the site and buildings;  Manage, motivate others in the caretaking and cleaning team through example and enthusiasm;  deal with emergencies and problems in a positive and systematic manner;  manage a small budget for resources;  use basic power tools and other equipment to make repairs and improvements;  work alone when required, showing good self-motivation | In addition, the Caretaker might be able to:  assess the quality of others’ work, and support and advise where necessary;  anticipate and reduce risk where possible;  devise a suitable record-keeping system for monitoring expenditure and stock levels;  develop more efficient and cost-effective ways of working;  communicate effectively (both orally and in writing) to a reasonable standard. |
| Personal characteristics | Hard-working  Honest  Practical  Reliable  Versatile |  |