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|  | Person Specification: Caretaker |   |
|  | Essential | Desirable |
| Qualifications | None required | Plumbing – Joinery – Electrical workDecorating |
| 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-workingHonestPracticalReliableVersatile |  |