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| **POST TITLE: Academy Caretaker** |
| **PERSON SPECIFICATION** |
| **MINIMUM ESSENTIAL REQUIREMENTS** | **METHOD OF ASSESSMENT** |
| **Qualifications and Experience** |  |  |
| * 5 GCSE passes/ NVQ Certificates
* Qualified in relevant trade (joinery/ plumbing/ electrics)
* Relevant Health & Safety Qualification (IOSHH/NEBOSH)
* Awareness of health & safety & hygiene procedures & precautions
* Awareness of H&S regulations (such as COSHH)
* Knowledge and experience of safe moving and handling procedures
 | EDDEEE | A/CA/CA/CA/C/IA/C/IA/C/I |
| **Skills and Knowledge** |  |  |
| * Strong organisational and time management skills and ability to cope with conflicting demands
* Commitment to high standards
* Ability to work as part of a team
* Ability to motivate others and ensure priorities are met
* Ability to respond calmly to emergencies
* Able to undertake some tasks which require physical effort and have fitness level appropriate to the duties
* Able to use initiative and work pro-actively to solve problems
* Understanding of policies and processes and compliance with both
 | EEEDEEEE | A/IA/IA/IA/IA/IA/IA/IA/I |
| **Personal Characteristics** |  |  |
| * Ability to respond to advice and guidelines and to follow set procedures
* Desire and willingness to learn new skills
* Good physical fitness, clean and well presented
* Calm & pleasant manner, and sense of humour
* Trustworthy, reliable and punctual
* Observe confidences and show discretion
 | EEEEEE | A/IA/IA/IA/IA/IA/I |
| **Other** |  |  |
| * Willingness to sometimes adjust working arrangements to meet changed circumstances
* Full clean driving licence and own transport
 | EE | A/IA |

E = Essential D = Desirable

A = Application I = Interview C = Certificate

**Lime Tree Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any offer of employment will be subjected to receipt of a satisfactory enhanced disclosure from the Criminal Records Bureau.**