

**Person Spec**  
**Caretaker**

Knowledge, Qualifications, Skills and Experience

	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• A good level of general education</li> <li>• Enhanced DBS check associated with the ability to promote safeguarding of children</li> </ul>	
EXPERIENCE	<ul style="list-style-type: none"> <li>• General Premises/Building maintenance</li> <li>• An understanding of building maintenance requirements</li> </ul>	
ABILITY/SKILLS	<ul style="list-style-type: none"> <li>• To be able to carry out repairs and preventative maintenance work – with wood work/DIY skills.</li> <li>• Ability to communicate effectively both orally and in writing.</li> <li>• To have basic office/computing skills to maintain and update documents/spreadsheets, to send and receive emails, make telephone calls to book appointments/contracts</li> </ul>	<ul style="list-style-type: none"> <li>• Operate appropriate cleaning machinery</li> </ul>

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	<p>tors and premises filing.</p> <ul style="list-style-type: none"> <li>• To use initiative to maintain the site to a very good condition.</li> <li>• Ability to work efficiently when unsupervised</li> <li>• Ability to carry out cleaning functions</li> <li>• Willingness to attend training courses as necessary</li> <li>• Excellent eye for Good House Keeping &amp; spotting what needs to be done</li> <li>• Excellent organisational and time management skills</li> <li>• Ability to build effective working relationships at all levels.</li> </ul>	
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> <li>• Commitment to Equal Opportunities and Health and Safety</li> </ul>	
DISPOSITION	<ul style="list-style-type: none"> <li>• Ability to work hard and prioritise within competing deadlines</li> <li>• A commitment to</li> </ul>	<ul style="list-style-type: none"> <li>• Resourcefulness, flexibility and adaptability</li> <li>• Physical fitness and stamina</li> </ul>



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	<p>teamwork and collaboration</p> <ul style="list-style-type: none"><li>• Exemplary record of attendance and punctuality</li><li>• A positive attitude/role model for children and families</li></ul>	<p>for this strenuous job</p>
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