

PERSON SPECIFICATION – Caretaker

Criteria	Essential	Desirable
Qualifications & Training	• Good standard of literacy and numeracy (GCSE or equivalent in English and Maths). • Computer literate.	Relevant site management, premises, health and safety or maintenance qualification. First Aid qualification.
Experience	• Experience of caretaking, site management, maintenance or a similar role. • Experience of carrying out basic repairs, maintenance and cleaning.	Experience of working in a school or educational setting. Experience of managing contractors.
Knowledge	• Basic understanding of health and safety and safe working practices. • Awareness of the importance of safeguarding and maintaining a safe environment for children. • Willingness to undertake training to develop knowledge of building maintenance and statutory compliance. • Understanding of basic and specialist cleaning processes. • Understanding of a school setting.	Knowledge of COSHH, fire safety, asbestos awareness, legionella checks and compliance requirements.
Practical Skills	• Ability to carry out a range of DIY and maintenance tasks. • Ability to identify maintenance issues and prioritise workloads. • Competent in using a range of hand and power tools safely.	Experience of grounds maintenance, decorating or minor plumbing/electrical repairs.
Communication & Interpersonal Skills	• Able to communicate effectively with children, staff, parents, contractors and visitors. • Friendly, approachable and professional. • Able to work as part of a team. • Able to work at heights safely.	Experience of supervising contractors or coordinating external maintenance works.
Organisation	• Able to plan and prioritise work effectively. • Able to work independently and use initiative. • Reliable and punctual with good time management. • Able to work as part of a team.	Experience of maintaining site records and compliance documentation.

Personal Qualities	• Honest, trustworthy and dependable. • Positive and flexible approach to work. • Takes pride in maintaining high standards. • Calm under pressure with good problem-solving skills. • Committed to safeguarding and promoting the welfare of children.	Willingness to undertake further training and contribute to the wider life of the school.
Other Requirements	• Willingness to undertake opening and closing responsibilities, emergency call-outs and occasional out-of-hours work as required. • Physically able to undertake the duties of the role, including manual handling, working at height (where trained) and working outdoors in all weather conditions. • Satisfactory enhanced DBS clearance and suitable references.	Full UK driving licence. Experience of using digital systems for premises management or compliance monitoring.