



**PERSON SPECIFICATION**

**Skills**

Have an enthusiastic approach to work and demonstrate commitment to the role	Essential	Application and interview/References
Be able to prioritise tasks and use own initiative	Essential	Application and interview/References
Good organisational skills in relation to managing own workload and that of team members and/or contractors.	Essential	Application and interview /References
Able to undertake minor repairs and maintenance within building.	Essential	Application and interview/References
Able to supervise and motivate members of team.	Essential	Application and interview/References
Ability to communicate effectively both verbally and in writing.	Essential	Application and interview/References
Able to undertake basic administrative/clerical tasks including ordering and record keeping.	Essential	Application and interview/References
Have a flexible but efficient approach to working	Essential	Application and interview/References
Be reliable and trustworthy	Essential	Application and interview/References
Have high standards and a good attention to detail	Essential	Application and interview/References

**Knowledge**

Understanding of cleaning, equipment and materials.	Essential	Application and interview/References
Understanding of health and safety legislation, and good practice in relation to cleaning/caretaking.	Essential	Application and interview/References
Awareness and understanding of working within a school environment	Desirable	Application and interview/References

**Experience**

Previous experience of supervising staff.	Essential	Application and interview/References
Experience of building security duties, including alarm setting.	Essential	Application and interview/References
Experience of undertaking staff training.	Essential	Application and interview/References
Previous caretaking and/or cleaning experience.	Desirable	Application and interview/References
Previous experience of working with heating systems.	Essential	Application and interview/References
Interest in energy management	Desirable	Application and interview/References

**Other**

Willing to undertake job related training.	Essential	Application and interview
Willing to undertake 'lettings' (i.e. when building is used outside normal hours).	Essential	Application and interview
Able to attend site in an emergency.	Essential	Application and interview