

ASSISTANT CARETAKER PERSON SPECIFICATION

Post Requirements	Essential/Desirable	Criteria
Competencies and Special aptitudes	E	Reliability & trustworthiness e.g. in securing school.
	E	Physical ability to carry out manual handling tasks, i.e. lifting, climbing and moving of items.
	E	Ability to relate well with children and adults.
	E	Ability to plan and prioritise a range of regular and irregular tasks.
	E	Ability to analyse tasks and how they may best be achieved.
	E	Must enjoy working as part of a team; be adaptable, pro-active and supportive of colleagues.
	E	Good attendance record.
Knowledge relevant to job	E	Health & Safety At Work Regulations and the implications to the school.
	E	Knowledge of basic site maintenance.
	D	Knowledge of good practices in building services, i.e. plumbing, carpentry, etc.
	D	Good DIY skills.
	D	Awareness of health and hygiene procedures.
	D	Knowledge of moving and handling procedures.
	D	Skilled use of relevant equipment needed to undertake the job.
	E	Willingness to gain knowledge of cleaning procedures required to meet specific cleaning standards.
Education	D	Basic general education.
	E	Good oral and written communication skills.
Training	E	Willingness to attend appropriate training and take responsibility for own professional development.
Special job requirements	E	Ability to work evenings and some weekends on a non-regular basis.