

# Stratford upon Avon School

## Site Caretaker

### Person Specification May 2023

Please read this Person Specification carefully as it will be used to assess candidates as part of the short list and selection process. The recruiting team will be looking for candidates who most closely match the following:

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A good general education, apprenticeship or relevant training.</li> <li>• Willingness to take a First Aid qualification and undertake necessary training courses if not already held.</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid qualification</li> <li>• PAT qualified</li> <li>• Other trade qualifications (specify).</li> <li>• GCSE A*-C pass or equivalent in English and Mathematics</li> </ul>	Application form.
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Basic DIY and maintenance skills – any of painting, carpentry, grounds maintenance, plumbing, electrics</li> <li>• Working within a team</li> <li>• Some experience of the use of computers to administer and update records</li> </ul>	<ul style="list-style-type: none"> <li>• A similar position in a school, college or leisure setting. Experience of caretaking or premises supervision, building cleaning or building/site management or event/lettings support</li> <li>• Use of cleaning equipment</li> <li>• Health &amp; Safety (Specific premises issues: Security, building construction, COSHH regulations and Working at Height, Lone working)</li> <li>• Knowledge or experience of heating and hot water systems, fire systems, setting security systems (CCTV, Intruder, Access Control).</li> </ul>	Application, references and selection process.
<b>Key competencies and aptitudes</b>	<ul style="list-style-type: none"> <li>• Basic understanding and confidence using IT such as the Internet and Email</li> <li>• Enthusiasm, self motivation, flexibility and well organised</li> <li>• Ability to work to deadlines and dealing with operational problems</li> <li>• Excellent interpersonal and communication skills when dealing with students, staff, parents and lettings customers.</li> <li>• Positive promotion of the site and confidentiality.</li> <li>• Ability to think and work calmly, quickly and politely, including when under pressure</li> <li>• Ability to work effectively with people from a wide range of levels and responsibilities and members of the public.</li> <li>• Able to accept instruction and seek clarification where necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Health and Safety qualification or training.</li> <li>• Supervising contractors and other staff.</li> </ul>	Application, references and selection process.
<b>Professional development</b>	<ul style="list-style-type: none"> <li>• Evidence of involvement in training relevant to the post and appropriate professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Planned involvement in a range of professional activities.</li> </ul>	Application, references and selection process.
<b>Other information</b>	<ul style="list-style-type: none"> <li>• Displays commitment to the protection and safeguarding of children and young people</li> <li>• Share the ethos of the school.</li> <li>• Post is subject to an Enhanced DBS</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to co-ordinate and take part in whole school activities.</li> </ul>	Application, references and selection process.

The school is committed to safeguarding and promoting the welfare of the children and young people and expects all staff and volunteers to share this commitment.