

Person Specification Assistant Caretaker

Qualifications & Experience	Essential	Desirable
• Experience of cleaning and first line maintenance	✓	
• Basic knowledge of First Aid		✓
• Literacy and numeracy skills	✓	
Professional Knowledge and understanding	Essential	Desirable
• Basic understanding of the learning experience provided by the school	✓	
• Understand and implement child protection procedures	✓	
• Good understanding of Health & Safety	✓	
• Understand procedures and legislation relating to confidentiality	✓	
Abilities and Skills	Essential	Desirable
• Know when, how and with whom to share information	✓	
• Ability to complete basic forms	✓	
• Ability to undertake routine DIY tasks	✓	
• Ability to operate security, heating plant and other routine building systems	✓	
• Ability to exchange routine verbal information clearly	✓	
• Seek support to overcome communication barriers with children and adults	✓	
• Understand the school's behaviour management policy		✓
• Ability to negotiate effectively to achieve best outcomes	✓	
• Ability to use cleaning products	✓	
• Understand the role of others working in and with the school	✓	
Personal	Essential	Desirable
• Ability to establish rapport and respectful and trusting relationships with others	✓	
• Ability to work effectively with a range of adults	✓	
• Ability to work independently on own initiative	✓	
• Excellent organisational skills	✓	
• Ability to support and monitor the work of others	✓	
• Ability to manage own time effectively	✓	
• Demonstrate a flexible approach	✓	

• Demonstrate ability to resolve routine problems independently	✓	
Communication Skills	Essential	Desirable
• Good Communication skills both written and verbal	✓	
Other	Essential	Desirable
• Awareness of and commitment to equality	✓	
• Good understanding of Health & Safety	✓	
• Be prepared to develop and learn in the role	✓	