



## Person Specification for Apprentice Caretaker

<b>1. Qualifications and Experience</b>	<b>Examples</b>	<b>Essential (E) Desirable (D)</b>
Qualifications	GCSE qualification in English and Maths (Grade C/4 or above)	E
Literacy	Good reading and writing skills ( GCSE English and Maths) (Grade	E
Numeracy	Ability to count and undertake general mathematical calculations	E
Driving License	Full clean driving license	E
Technology	Good knowledge of security, heating plant and other building systems Ability to undertake DIY tasks	E
<b>2. Communication</b>	<b>Examples</b>	<b>Essential (E) Desirable (D)</b>
Written	Ability to complete forms, write letters and reports	E
Verbal	Ability to exchange complex verbal information clearly	E
Languages	Seek support to overcome communication barriers with children and adults	D
Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges	D
<b>4. Working with others</b>	<b>Examples</b>	<b>Essential (E) Desirable (D)</b>
Working with partners	Understand the role of others working in and with the school	D
Relationships	Ability to establish rapport and respectful and trusting relationships with others	E
Team work	Ability to make an distinctive contribution to the work of the work a team	E



<b>5. Responsibilities</b>	<b>Examples</b>	<b>Essential (E) Desirable (D)</b>
Organisational Skills	Excellent organisational skills Ability to remain calm under pressure	E
Time Management	Ability to manage own time effectively Demonstrate a flexible approach	E
Creativity	Demonstrate ability to resolve complex problems independently	D
<b>6. General</b>	<b>Examples</b>	<b>Essential (E) Desirable (D)</b>
Equalities	An awareness of and commitment to equality	D
Health and Safety	An understanding of basic Health & Safety	E
Child Protection	An ability to understand and implement child protection procedures (Full training given)	D
Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality (Full training given)	D
Development	Willing to complete 12 months study to obtain the required professional qualification	E
Physical Activity	Ability to perform the physical tasks required by the post, including reasonable lifting, carrying and pushing various equipment to undertake the duties of the post.	E