**CARETAKER (caretaker ‘D’)**

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| **General heading** | **Detail** | **Examples** |
| **Qualifications & Experience** | Specific qualifications & experience | Experience of caretaking and/or buildings maintenance/security |
| Knowledge of relevant policies and procedures | Knowledge of First Aid |
| Literacy | Good reading and writing skills |
| Numeracy | Ability to count and undertake general mathematical calculations |
| Technology | Good knowledge of security, heating plant and other building systems  Ability to undertake DIY tasks |
| **Communication** | Written | Ability to complete forms, write letters and reports |
| Verbal | Ability to exchange complex verbal information clearly |
| Languages | Seek support to overcome communication barriers with children and adults |
| Negotiating | Ability to negotiate effectively to achieve best outcomes  Ability to manage difficult or controversial exchanges |
| **Working with children** | Behaviour Management | Understand the school’s behaviour management policy |
| SEN | Understand and support the differences in children and adults and respond appropriately |
| Curriculum | Basic understanding of the learning experience provided by the school |
| Child Development | Basic understanding of the way in which children develop |
| Health & Well being | Understand and support the importance of physical and emotional wellbeing |
| **Working with others** | Working with partners | Understand the role of others working in and with the school |
| Relationships | Ability to establish rapport and respectful and trusting relationships with others |
| Team work | Ability to make an distinctive contribution to the work of the work a team |
| Information | Contribute to the development and implementation of effective systems to share information |
| **Responsibilities** | Organisational skills | Excellent organisational skills  Ability to remain calm under pressure |
| Line Management | Ability to supervise and monitor the work of others |
| Time Management | Ability to manage own time effectively  Demonstrate a flexible approach |
| Creativity | Demonstrate ability to resolve complex problems independently |
| **General** | Equalities | Awareness of and commitment to equality |
| Health & Safety | Good understanding of Health & Safety |
| Child Protection | Understand and implement child protection procedures |
| Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| CPD | Demonstrate a clear commitment to develop and learn in the role  Ability to effectively evaluate own performance |