

Person Specification

Method of Assessment (MOA)

Criteria	Essential	Desirable
Knowledge/Education	Good standards of English and	<ul style="list-style-type: none"> • Knowledge of basic Health & Safety procedures • Knowledge of Control of Substances Hazardous to Health (COSHH) • Other relevant training /qualifications
Experience Relevant work and other experience	<ul style="list-style-type: none"> • Some experience of carrying out basic gardening and DIY tasks 	<ul style="list-style-type: none"> • Experience of caretaking and cleaning work • Knowledge of maintenance and cleaning techniques.
Skills & Ability	<ul style="list-style-type: none"> • Self-reliant. Able to motivate self and staff. • Able to communicate with other members of staff • Flexible approach and attitude • Able to deal with emergency situations • Able to accept instructions from the Building Services Manager, Headteacher, Senior Leader as appropriate • Ability to converse at ease with parents/pupils and members of the public. • Be fit and able to carry out manual/ physical work. • Be able to work at height with the use of ladders when necessary. • Ability to carry out garden/grounds' duties (grass cutting, weeding and trimming hedges etc) • Ability to carry out minor repairs and basic DIY tasks. • Hardworking and reliable. • Have initiative and common sense • Able to handle sensitive information, maintaining confidentiality when necessary • Security conscious at all times. 	
Other	<ul style="list-style-type: none"> • Available for duty as necessary during opening hours of establishment. • Flexibility to shift patterns when required • An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016 	
Suitability to work with children	<ul style="list-style-type: none"> • Ability to promote and safeguard the welfare of children and young persons for whom they are responsible or come into contact with • Not barred from working with children. 	

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.