Person Specification: Caretaker (Premises Level 2)

E = Essential D = Desirable

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| --- | --- | --- |
|  | E | D |
| **Qualifications and training** |
| Literacy and Numeracy – ability to follow written guidance and procedures | x |  |
| Basic knowledge of first aid |  | x |
| **Experience** |
| Previous cleaning and/or site maintenance experience |  | x |
| Has worked in a school or similar setting |  | x |
| **Skills and knowledge** |
| Ability to interpret information and situations and to solve straight forward problems and make minor decisions | x |  |
| Ability to refer more complex problems to an appropriate member of staff | x |  |
| Knowledge and understanding of health and safety policies | x |  |
| Understand COSHH regulations | x |  |
| Ability to deal with basic forms and data | x |  |
| Practical DIY skills | x |  |
| Basic gardening skills | x |  |
| **Personal qualities** |
| Commitment to uphold the 7 principles of public life (the [Nolan principles](https://www.gov.uk/government/publications/the-7-principles-of-public-life)) at all times | x |  |
| Commitment to maintaining confidentiality at all times | x |  |
| Able to work in conditions that are generally unpleasant such as cleaning with toilets, dealing with waste, responding to minor hazards. | x |  |
| Able to use regular physical effort such as bending, stretching, pulling and pushing cleaning equipment with occasional intense effort for moving furniture. | x |  |
| **Equal opportunities** |
| Commitment to inclusion, equality and diversity | x |  |
| **Safeguarding** |
| Commitment to safeguarding and promoting the welfare of children and young people | x |  |