

# Person Specification

## Caretaker – New Park Primary Academy and Willow Tree Community Primary

Criteria	Essential	Desirable
<b>Qualifications</b>		
Electrics		x
Plumbing		x
Health & Safety		x
Asbestos		x
Legionella		x
Pool Operator		x
<b>Experience</b>		
Experience of general maintenance.	x	
Working in an educational setting.		x
<b>Knowledge and Skills</b>		
Knowledge of the basic principles of site management.	x	
Awareness of Health & Safety.	x	
Knowledge of techniques for the repair of damaged or defective equipment or resources.	x	
Basic property repair and maintenance knowledge.	x	
Ability to work effectively within a team.	x	
Ability to use initiative and work independently.	x	
Ability to use initiative to improve the site and buildings.	x	

Ability to deal with emergencies and problems in a positive and systematic manner.	X	
Ability to work alone when required, showing good self-motivation.	X	
Ability to work effectively and co-operatively within the Caretaking team.	X	
Ability to work effectively and co-operatively with all staff on the school site.	X	
Ability to use basic power tools and other equipment to make repairs and improvements.	X	
Ability to manage time effectively and complete tasks to a high standard.	X	
Ability to use IT and software systems i.e., emails, compliance software.	X	
Knowledge in how to deal with specific premises issues: security, Health & Safety, heating systems, building construction, COSHH regulations.		X
Knowledge of Swimming Pool management systems		X
Ability to assess the quality of others' work, and support and advise where necessary.		X
Ability to anticipate and reduce risk where possible.		X
Ability to develop more efficient and cost-effective ways of working.		X
Ability to communicate effectively (both orally and in writing) to a reasonable standard.		X
<b>Personal Qualities</b>		
Self-motivated and hard working.	X	
Honest and reliable.	X	
Flexible and versatile.	X	

Practical.	x	
<b>Other Requirements</b>		
Willingness to complete essential training courses e.g., Asbestos, Legionella, Swimming Pool Operators.	x	