



## Person Specification: Caretaker

### Grade 4

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualification in a related trade</li> <li>• committed to on-going professional development &amp; training in relation to all aspects of Health &amp; Safety.</li> </ul>	<ul style="list-style-type: none"> <li>• Recent attendance of Health &amp; Safety training and awareness of Health &amp; Safety regulations.</li> <li>• NVQ1 Cleaning Building Interiors</li> <li>• NVQ2 Cleaning Building Interiors</li> <li>• Portable Appliance Testing</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of building security duties, including alarm setting.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of directing the work of others as a manager</li> <li>• working within an educational environment.</li> <li>• Experience of undertaking staff training</li> <li>• Previous caretaking and/or cleaning experience</li> <li>• Previous experience of working with heating systems</li> </ul>
<b>Knowledge and understanding</b>	<p>The Site Supervisor should have knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• the varied roles of all staff in the educational process;</li> <li>• efficiently coordinating the work of others in the team;</li> <li>• the basic principles of site management;</li> <li>• Health &amp; Safety legislation;</li> </ul>	<p>In addition, the Site Supervisor might also have knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• the contribution of both professionals and non-professionals to life-long learning;</li> <li>• specific premises issues: security, Health &amp; Safety, heating systems, building construction, COSHH regulations.</li> </ul>

	<ul style="list-style-type: none"> <li>techniques for the repair of damaged or defective equipment or resources.</li> </ul>	
<b>Skills</b>	<p>The Site Supervisor will be able to:</p> <ul style="list-style-type: none"> <li>Able to effectively organise own work and supervise the work of others (such as cleaners and contractors).</li> <li>use practical skills to improve the site and buildings;</li> <li>motivate others in the caretaking and cleaning team through example and enthusiasm;</li> <li>deal with emergencies and problems in a positive and systematic manner;</li> <li>manage a small budget for resources;</li> <li>work alone when required, showing good self-motivation.</li> <li>communicate effectively (both orally and in writing) to a reasonable standard.</li> </ul>	<p>In addition, the Caretaker might be able to:</p> <ul style="list-style-type: none"> <li>use basic power tools and other equipment to make repairs and improvements;</li> <li>assess the quality of others' work, and support and advise where necessary;</li> <li>anticipate and reduce risk where possible;</li> <li>devise a suitable record-keeping system for monitoring expenditure and stock levels;</li> <li>develop more efficient and cost-effective ways of working;</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>Willing to be reasonably flexible in relation to working hours</li> </ul>	<ul style="list-style-type: none"> <li>Willing to undertake lettings (ie when building is used outside normal hours)</li> <li>Attend to site in an emergency</li> </ul>
<b>Personal characteristics</b>	<p>Hard-working Honest Practical Reliable Versatile</p>	