

## Person Specification for Assistant Caretaker/Handyperson

	Essential	Desirable
<b>Experience:</b>		<ul style="list-style-type: none"> <li>• Experience working in a school setting</li> <li>• Experience of premises maintenance.</li> </ul>
<b>Qualifications or Training:</b>	<ul style="list-style-type: none"> <li>• GCSE Grade C or above in Maths and English</li> <li>• Hold a current Driving Licence and have access to a vehicle for out of hours call outs.</li> </ul>	
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Good level of knowledge of Data Protection</li> <li>• Ability to work in a confidential manner</li> <li>• Ability to record and pass on information accurately</li> <li>• Very good IT Skills</li> <li>• Ability to communicate well with adults and children in a friendly and professional manner.</li> <li>• Understanding of the importance of safeguarding in schools</li> <li>• Ability to deal with sensitive issues in a confidential and professional manner</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Equal Opportunities and Human Rights legislation</li> <li>• Understanding of Health and Safety Regulations.</li> <li>• Good 'Handy man' Skills in carpentry, basic plumbing or painting and decorating.</li> <li>• Experience in driving Minibuses and Light Goods Vehicles.</li> </ul>
<b>Personal Qualities &amp; Attributes:</b>	<ul style="list-style-type: none"> <li>• Effective time management</li> <li>• Good at prioritising their work</li> <li>• Ability to work well as part of a team</li> <li>• Willingness to take on a range of tasks and utilise a range of skills</li> <li>• Diplomacy and tact</li> <li>• Good sense of humour</li> <li>• Has high standards of self and others</li> <li>• Energy and enthusiasm</li> <li>• Integrity, loyalty</li> <li>• Flexibility</li> <li>• Maintain confidentiality</li> </ul>	