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**Caretaker (Dual Site) - Person Specification**

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| **JOB REQUIREMENT** | | **Essential** | **Preferred** | **\* How assessed** |
| **Qualifications, knowledge and experience** | Good level of literacy, numeracy and computer skills, enabling the post holder to complete relevant documentation, both manually and electronically. | √ |  | A |
| Previous experience in a similar role. | √ |  | A & I |
| Knowledge of building plant operation (i.e. boilers, alarm panels etc). | √ |  | A & I |
| Knowledge of relevant health and safety legislation. |  | √ | A & I |
| Qualifications or evidence of CPD in a relevant field at Level 2 or above (i.e. manual handling, first aid, legionella awareness, asbestos awareness). |  | √ | A |
| Experience of working in a school environment. |  | √ | A |
| A full driving licence or the ability to reliably travel between dual sites (Anlaby and Welton). | √ |  | A |
| **Personal and interpersonal** | **Following instructions and procedures**  Appropriately follows instructions from others without unnecessary challenge; follows procedures and policies; keeps to schedules; arrives punctually  for work; demonstrates commitment to the organisation; complies with legal obligations and safety requirements of the role. | √ |  | I |
| **Planning and Organising**  Plans activities in advance and takes account of school needs and timings and possible changing circumstances; manages time effectively; identifies and organises resources needed to accomplish tasks; monitors performance against deadlines and milestones. | √ |  | I |
| **Delivering Results and Meeting Expectations**  Focuses on the needs of the school; sets high standards for quality and  quantity; monitors and maintains quality and productivity; works in a systematic,  methodical and orderly way; consistently achieves goals. | √ |  | I |
| **Working with People**  Demonstrates an interest in and understanding of others; adapts to the team and  builds team spirit; recognises and rewards the contribution of others; listens,  consults others and communicates proactively; supports and cares for others;  develops and openly communicates self-insight. | √ |  | I |
| **Coping with Pressures and Setbacks**  Works productively in a pressurised environment; keeps emotions under control during difficult situations; balances the demands of a work life and a personal life; maintains a positive outlook at work; handles feedback well and learns from it; is mindful of the levels of resilience within the teams they lead and manage and works to enhance those levels of resilience. | √ |  | I |
| **Child Protection** | A commitment to the responsibility of safeguarding and promoting the welfare of young people. | √ |  | I |
| Enhanced DBS disclosure *(to be completed by preferred candidate following interview).* | √ |  | C |
| Willingness to undertake safeguarding training when required. | √ |  | I |

\* A = application, C = clearances, I = interview, T = task