

**RAVENSWOOD SCHOOL**  
**Person Specification – Caretaker**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>3 or more GCSEs at A – C level including English and Maths or Adult Numeracy &amp; Literacy at Level 2</p> <p>Driving Licence, to drive School People Carrier.</p>	<p>Trade qualifications relevant to repair duties</p> <p>MIDAS or willing to drive 17-seater minibus</p> <p>Working at Heights</p>
<b>Experience</b>	<p>Managing the security of own home.</p> <p>Maintaining the efficient running of heating and water systems.</p> <p>DIY Experience.</p>	<p>Management of Asbestos</p> <p>Moving and Handling of heavy equipment.</p> <p>Managing security of another premises.</p> <p>Repairing small electrical items.</p>
<b>Professional Skills</b>	<p>Technical skills related to repair and maintenance work</p> <p>ICT skills in using Word Documents, emails, accessing information on portals.</p> <p>Willing to learn and apply relevant Health and Safety regulations</p>	<p>Knowledge of relevant Health &amp; Safety regulations, including COSHH</p> <p>Trade skills in plumbing, electrical work, painting and decorating.</p>
<b>Personal Characteristics</b>	<p>Willing to learn and apply relevant cleaning methods and use of materials and equipment</p> <p>Calm personality, personally motivated by seeing the school safe, well-organised and ready for pupils to learn.</p> <p>Professional/attitude when attending to routine and unexpected situations.</p> <p>Good interpersonal skills with staff, pupils, parents, school visitors and contractors.</p> <p>Demonstrate flexibility in working arrangements.</p> <p>Can access school site quickly when needed</p>	