Wellington School Assistant Caretaker - Person Specification



Essential	Desirable
Qualifications	
 Educated to a satisfactory standard in order to communicate effectively, both written and oral. Computer literate with good working knowledge of ICT including using the internet and Microsoft office suite 	A GCE, GCSE, NVQ or similar qualification is desirable.
Skills and Abilities	
 Experience in cleanliness and hygiene Experience in DIY/practical skills Can self-motivate and use initiative Physically fit to be able to carry out duties Ability to work with manual handing Ability to organise and prioritise workload at busy times during the school year Able to work as part of a team and as a lone worker Respond to Health and Safety matters as a priority Confident in dealing with visitors, contractors and those who hire facilities. A calm approachable manner, able to deal with problems in a professional and friendly manner, displaying tact and diplomacy as required Understand the importance of safeguarding/child protection when working in a school setting Be prepared to complete appropriate training 	 Experience in caretaking or a related field Experience in dealing with contractors/lettings Knowledge of Health & Safety regulations.
Personal Qualities	
 Enthusiasm Loyalty, good timekeeping Reliable, trustworthy and honest Flexibility 	A willingness to contribute to the wider life of the school