

Wellington School
Assistant Caretaker - Person Specification



Essential	Desirable
<u>Qualifications</u>	
<ul style="list-style-type: none"> ▪ 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 	<ul style="list-style-type: none"> ▪ A GCE, GCSE, NVQ or similar qualification is desirable.
<u>Skills and Abilities</u>	
<ul style="list-style-type: none"> ▪ 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 handling ▪ 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 	<ul style="list-style-type: none"> ▪ Experience in caretaking or a related field ▪ Experience in dealing with contractors/lettings ▪ Knowledge of Health & Safety regulations.
<u>Personal Qualities</u>	
<ul style="list-style-type: none"> ▪ Enthusiasm ▪ Loyalty, good timekeeping ▪ Reliable, trustworthy and honest ▪ Flexibility 	<ul style="list-style-type: none"> ▪ A willingness to contribute to the wider life of the school