

Person Specification for Assistant Caretaker/Handyperson

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