

Person Specification for Caretaker

	Essential	Desirable	Assessed via		
Qualifications:					
GCSE pass grades (C/4 or above) in English & Maths (or equivalent)	✓		Application form		
Experience:					
Proven experience working in a similar role in an education setting or commercially	✓		Application form		
Experience working in a special education environment		✓			
An understanding of Health and Safety including COSHH	✓		Application form		
Knowledge and Skills:					
Good knowledge of computer packages: MS Office, Excel, Word, Outlook and databases	✓		Application form		
Ability to follow procedures and problem solve unexpected situations	✓		Application form /Interview		
Excellent communication skills	✓		Application form		
Understanding of safeguarding and how it relates to this role	✓		Application form		
Full, clean driving licence essential	✓		Application form		
Personal Qualities:					
Able to communicate effectively with a wide range of people and deal with difficult situations	✓		Interview		
Excellent record in both attendance and punctuality.	✓		Reference		
Able to work as part of a team and support colleagues	✓		Interview		
Self-motivated and able to work under own initiative when the situation demands this	✓		Interview		
Able to put the needs of our students at the centre of all they do at work	✓		Interview		
Willing to undertake training and other activities in order to further develop the skills needed for the role	✓		Interview		
Physically able to undertake all aspects of the role	✓		Interview		
Have use of a car and able to travel between college sites	✓		Application form		
High expectations of self and others	✓		Interview		
Committed to equality of opportunity for all	✓		Interview		