Lancaster Girls' Grammar School

Person specification form		
Job Title: Caretaker / Handyperson	**Grade:** 3 Point 4	
Team: Site Management		
Requirements (based on the job description)	**Essential (E) or desirable (D)**	**To be identified by: application form (AF), interview (I), test (T), or other (give details)**
Qualifications		
• NVQ Level 2 in Caretaking (or equivalent)	D	AF
• Full Driving Licence	D	AF
Experience		
• Experience of undertaking manual tasks (eg. maintenance, DIY, etc)	D	AF / I
• Experience of testing portable electrical equipment	D	AF / I
• Experience of security-related duties	D	AF / I
Knowledge, Skills and abilities		
• Ability to work as part of a team	E	AF / I
• Good communication skills	E	AF / I
• Flexible attitude to work	E	AF / I
• Ability to work in an organised and methodical way	E	AF / I
• Basic numeracy and literacy skills	E	AF / I
• Attention to detail skills	E	AF / I
• Basic DIY, maintenance and repair skills	E	AF / I
• Ability to use powered tools and equipment relevant to the role (eg. drill, floor buffer)	E	AF / I
• Ability to manage staff	E	AF / I
• Time management skills	E	AF / I
• Ability to manage own workload and prioritise effectively	E	AF / I
• Awareness of CoSHH	E	AF / I
• Good interpersonal skills	E	AF / I
• Positive approach to customer care and service delivery	E	AF / I
• First aid certificate	D	AF / I
Other (including special requirements)		
• Satisfactory DBS clearance	E	I
• Smart and presentable appearance	E	AF / I
• Commitment to safeguarding and protecting the welfare of children and young people	E	AF / I
• Commitment to equality and diversity	E	AF / I
• Commitment to health and safety	E	AF / I
• Commitment to attendance at work	E	AF / I
• Commitment to undertake relevant professional development and safeguarding training	E	AF / I
• Willingness to work outside of contracted hours (eg. parents' evenings, lettings)	E	AF / I
• Willingness to respond to emergency call outs	E	I
Prepared by: J Mason	**Date:**	14/05/2019
Note: We will always consider your references before confirming a job offer in writing		