# NEW MILLS SCHOOL

PERSON SPECIFICATION FOR CARETAKER

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| Skills | | |
| **Requirement** | **Essential/ Desirable** | **Measurements** |
| Good organisational skills | Essential | Application form/ interview |
| Able to manage own workload | Essential | Application form/ interview |
| Able to carry out minor repairs and maintenance | Essential | Application form/ interview |
| Accuracy and attention to detail | Essential | Interview |
| Be able to undertake basic grounds maintenance | Essential | Application form/ interview |
| Knowledge | | |
| **Requirement** | **Essential/ Desirable** | **Measurements** |
| An understanding of Health and Safety procedures and legislation | Essential | Application form/ interview |
| An understanding of safe working practices | Essential | Interview |
| A good understanding of Hygiene and cleanliness | Essential | Application form/ interview |
| An awareness and understanding of working in a school environment | Desirable | Application form/ interview |
| An understanding of heating systems | Desirable | Application form/ interview |
| Experience | | |
| **Requirement** | **Essential/ Desirable** | **Measurements** |
| Previous experience as a caretaker | Desirable | Application form/ interview |
| Previous experience of carrying out building security duties, including alarm setting | Essential | Application form/ interview |
| **Additional Attributes** | | |
| **Requirement** | **Essential/ Desirable** | **Measurements** |
| Willing to work as part of a team | Essential | Interview |
| Willing to carry out cleaning duties where necessary | Essential | Interview |
| Willing to undertake training when required | Essential | Interview |
| Willing to undertake lettings out of school hours | Essential | Interview |
| Willing and able to attend the site in an emergency | Essential | Interview |