



Person Specification

<u>Qualifications and Training</u>	<u>Essential</u>	<u>Desirable</u>
Good numeracy/literacy skills	✓	
NVQ2 in caretaking or equivalent discipline e.g. plumbing, construction, facilities management	✓	
Evidence of up-to-date Health and Safety Training	✓	
IOSH working safely		✓
First Aid training		✓
PAT testing certificate		✓
<u>Experience</u>		
Experience of caretaking or site management	✓	
Experience of taking responsibility for the security of a building	✓	
Experience of Health & Safety processes	✓	
Experience of working with contractors	✓	
Experience of a relevant trade e.g. electrical, plumbing, construction	✓	
Experience of working in a school / education setting		✓
<u>Skills and Knowledge</u>		
Asbestos management, duty holder processes and record keeping	✓	
Knowledge of relevant H&S policies/code of practice/legislations including Risk assessments, COSHH, manual handling procedures and precautions	✓	
Knowledge of fire safety legislation	✓	
Knowledge of security systems	✓	
Knowledge of heating and boiler systems	✓	
Ability to carry out site inspections / health and safety checks and maintain records / documentation provided	✓	
Ability to use a range of basic tools, machinery and equipment	✓	
Ability to carry out DIY and handyperson general repairs without guidance e.g. plumbing / joinery	✓	
Ability to lift and carry items	✓	
Ability to work at heights (roof access will be required)	✓	
Ability to manage COSHH (and Chemdoc)	✓	
<u>General</u>		
Ability to manage own work effectively	✓	
Ability to work as part of a team	✓	
Participation in development and training opportunities	✓	
Ability to work to deadlines	✓	
Ability to use own initiative	✓	
Computer literate with good ICT skills	✓	
Good verbal and written communication skills	✓	