

PERSON SPECIFICATION

Post: Caretaker & Site Management

Date: December 2020

Factor	Requirements	How Identified	Rank E- Essential D - Desirable
Knowledge & Skills	Good communication skills in written and oral English.	<i>I, AF</i>	<i>E</i>
	Good communication skills in written and oral Welsh.	<i>I, AF</i>	<i>D</i>
	Ability to work as part of a team making the best use of resources.	<i>I, AF</i>	<i>E</i>
	Ability and willingness to undertake relevant training and to put this into practice.	<i>I, AF</i>	<i>E</i>
	Relevant NVQ.	<i>AF, V</i>	<i>D</i>
	An understanding of the issues relating to working in a busy school environment.	<i>I, AF, R</i>	<i>D</i>
	Ability to maintain basic records and maintenance schedules.	<i>I, AF</i>	<i>E</i>
	To have basic IT Knowledge with the ability to use Microsoft word administration packages.	<i>I, AF</i>	<i>D</i>
Creativity & Innovation	Able to use own initiative to adapt work routines to needs and circumstances of the school.	<i>I</i>	<i>E</i>

Contacts & Relationships	Able to communicate with a range of people.	<i>I, AF</i>	<i>E</i>
	Well presented with a courteous, friendly and positive attitude.	<i>I,AF</i>	<i>E</i>
	Flexible and committed with drive and determination.	<i>I,AF</i>	<i>E</i>
Decisions/ Recommendations	Able to make recommendations when external contractor/specialist contractor are required to carry out repairs or maintenance.	<i>I, AF</i>	<i>E</i>
Resources	Taking shared responsibility for the correct use, maintenance and storage of equipment and supplies.	<i>I</i>	<i>E</i>
Physical Demands	Able to occasionally work late evenings and weekends.	<i>I,V,R</i>	<i>E</i>

Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.

Identification of the requirements will be through the Application Form (AF), Interview (I), Test at interview (T), Presentation at interview (P), Verification (V) or through a Reference (R)