

LITTLE HEATH SCHOOL

Reading, Berkshire



PERSON SPECIFICATION

Job Title: Caretaking – General Maintenance

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none">• Proven competence in a range of maintenance work• Ability to work on own initiative and prioritise workload	<ul style="list-style-type: none">• Formal qualifications such as City and Guilds• First aid qualification• Training in Health and Safety, ideally accredited qualifications
Previous experience	<ul style="list-style-type: none">• Experience of working with young people in an educational setting	<ul style="list-style-type: none">• Experience of working within a Premises team in schools• Period of work in the construction industry or comparative building trade skills
Skills, knowledge and understanding	<ul style="list-style-type: none">• A range of site maintenance skills including decorating• Ability to communicate effectively with children, parents and other staff• Good organisational skills	<ul style="list-style-type: none">• Knowledge of sourcing tools, equipment and materials to the school's best advantage• Computer literate, including Microsoft Office packages• Strong numeracy skills
Leadership and management	<ul style="list-style-type: none">• Willingness to work as part of a team• Ability to be professionally discreet and to respect confidentiality• Ability to rise to challenges and to find workable solutions	<ul style="list-style-type: none">• Evidence of commitment to continued professional development and training
Personal qualities	<ul style="list-style-type: none">• Practical, proactive and flexible approach to work• Flexibility and ability to use their own initiative• The ability to develop strong working relationships with students and staff, and with contractors• Patient, calm and resilient• Professional attitude to work, especially when representing the school• To be able to speak fluent English to an appropriate standard• Suitability to work with children, including relevant DBS checks	<ul style="list-style-type: none">• Ability to work under pressure• Ability to plan ahead and manage time effectively• Ability to work strategically and to plan for future developments