

Oaklands School

Person Specification for Caretaker

	Essential	Desirable	Assessed via		
Qualifications;					
NVQ or equivalent in a relevant subject		✓	Application form		
Health and Safety Qualification		✓			
GCSE pass grades (C or above) in English, maths or equivalent	✓		Certificates checked at interview		
Experience;					
Experience working in a school or similar environment		✓	Application form		
Experience managing building services	✓		Application form		
Supervision of staff	✓		form		
Knowledge and Skills					
Understands the needs of students and staff with severe learning difficulties and the issues this may raise for site tasks.		✓	interview		
Detailed knowledge of current Health and Safety regulations and record of maintaining Health and safety processes in a large building environment	✓		task		
Maintenance of swimming pools		✓	form		
Able to, speak and write in grammatically correct English	✓		Interview/task		
Ability to speak more than one language		✓	interview		
Able to drive a minibus		✓	interview		
Understands safeguarding procedures relating to the role	✓		interview		
Personal Qualities					
The candidate is willing to put our student's needs at the centre of all they do at work.	✓		interview		
Excellence record in both attendance and punctuality. Not in Management of Absence process.	✓		Reference		
Able to work in a team, taking a leading role and supporting less experienced team members	✓		Interview task		
Able to work under own initiative when the situation demands this	✓		Task in tray		
Sensitivity to the challenges faced by students, staff and families		✓	Task in tray		
Approachable, polite and professional	✓		Interview		
Resilient. Able to meet demands of a challenging high pressured environment and deal with emergencies when required	✓		interview		

Flexible. Able to manage last minute changes when required	✓		interview		
Physically able to undertake all aspects of the role	✓		interview		
High expectations of self and others	✓		interview		
Well-groomed and presented in line with requirement of the role.	✓		interview		
Committed to equality of opportunity for all	✓		interview		