Queen Elizabeth's Girls' School
Educating Women of the Future
Founded in 1888

PERSON SPECIFICATION

Job title: Caretaker

Working hours: 37.5 hours per week
(exact working hours to be negotiated, between 6am - 5pm)

Salary: Scale Points 9-12,
(final salary determination based on skill set)

Accountable to: Facilities Manager

Skills and knowledge

Confidence in attending to minor repairs and decoration	Essential
Prior H&S training and experience of attending to H&S concerns	Desirable*
Use basic power tools and other equipment to make repairs and improvements	Desirable*
Working knowledge of common ICT applications, eg G Suite	Desirable
Ability to provide information, advice and guidance	Highly Desirable
Ability to keep accurate records and use school systems for logging compliance checks and H&S checks	Essential
Strong organisational skills/administrative skills	Essential

Qualifications/Attainment

Power tool and/or other relevant training	Highly Desirable
Adhering to and creating Health and Safety risk assessments	Essential*
Recent evidence of relevant development/ training	Highly Desirable

Experience

Working as part of a team	Essential
Previous experience of caretaking or similar	Desirable

Attitude/approach

Able to form good working relationships with colleagues, and to relate appropriately to students	Essential
Reliable and good time-keeper	Essential
Discreet and able to deal with confidential information appropriately	Essential
Hard working and well-motivated, positive outlook	Essential
Willing and able to work independently and as part of a team	Essential
Able to show initiative and problem-solve	Essential
Caring but firm approach and empathy towards young people	Essential
Able to form effective working relationships with staff	Essential

Enthusiastic and committed to the aims/objectives of the school	Essential
Flexibility in the event of changing school priorities/needs	Essential

*Training and support can be provided