

**HIGH DOWN SCHOOLS
PERSON SPECIFICATION**

CARETAKER

SKILLS ASSESSMENT CRITERIA	ESSENTIAL	DESIRABLE
General skills	Good basic reading, writing and number skills	
Job related skills	Knowledge and understanding of the relevant issues to take into account in assessing the safety of the school environment and in taking appropriate action where necessary Good organisation skills and ability to keep accurate records Good practical skills and ability to complete basic maintenance/repair jobs to a good standard Able to cope with demanding work environment and challenging priorities	Experience of working in a caretaking or similar role Experience of working in a school environment
Personal skills	Excellent communication skills and ability to work as part of a team Ability to progress tasks using own initiative Ability to prioritise tasks and stay calm under pressure Good attention to detail	
Safeguarding	A commitment to following all safeguarding procedures of the schools and to attend training as required	