**Person Specification**

**Method of Assessment (MOA)**

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| **Criteria** | **Essential** | **Desirable** |
| **Knowledge/Education** |  | * Knowledge of basic Health & Safety procedures * Knowledge of Control of Substances Hazardous to Health (COSHH)) * Other relevant training /qualifications |
| **Experience**  Relevant work and other experience | * Some experience of carrying out basic gardening and DIY tasks | * Experience of caretaking and cleaning work * Knowledge of maintenance and cleaning techniques. |
| **Skills & Ability** | * Self-reliant. Able to motivate self and staff. * Have good verbal communication skills to deal with pupils and adults. * Ability to develop good relationships with others, behaving with integrity, treating people with respect and leading by example. * Be fit and able to carry out manual/ physical work. * Be able to work at height with the use of ladders when necessary. * Ability to carry out garden/grounds’ duties (grass cutting, weeding and trimming hedges etc) * Ability to carry out minor repairs and basic DIY tasks. * Hardworking and reliable. * Have initiative and common sense * Flexible approach/ attitude. * Able to handle sensitive information, maintaining confidentiality when necessary * Able to deal with emergency situations. * Able to accept instructions from Head teacher, Senior Leadership Team or Site Manager as appropriate. * Security conscious at all times. |  |
| **Other** | * Available for duty as necessary during opening hours of establishment. * Flexibility to shift patterns when required |  |
| **Suitability to work with children** | * Ability to promote and safeguard the welfare of children and young persons for whom they are responsible or come into contact with * Not barred from working with children. |  |

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.