



## Person Specification: Caretaker / Minibus Driver

| Criteria                          | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Desirable                                                                                                                                                                                                                                                                                                            | How Identified                      |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Experience, knowledge and skills. | <p>Able to prioritise.</p> <p>Good organisational skills in relation to maintaining own work load and that of team members and /or contractors.</p> <p>Ability to supervise and motivate.</p> <p>Ability to undertake basic administrative /clerical tasks including ordering and record keeping.</p> <p>Ability to use IT software to record water readings.</p> <p>Ability to carry out basic staff training relevant to the job.</p> <p>Ability to undertake minor repairs and maintenance within the building.</p> <p>A good understanding of cleaning science, equipment and materials.</p> <p>A good understanding of Health and Safety legislation, and good practice in relation to cleaning/caretaking.</p> | <p>Experience of building security duties including alarm setting.</p> <p>Previous caretaking and /or cleaning experience.</p> <p>Previous experience of general maintenance.</p> <p>Awareness and understanding of working within a school environment.</p> <p>Understanding of heating technology and systems.</p> | Application Interview               |
| Qualifications                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>MIDAS achieved or be happy to work towards this qualification</p> <p>Carpentry</p> <p>Plumbing</p> <p>General DIY skills</p>                                                                                                                                                                                      | Application Interview               |
| Personal / Interpersonal Skills   | <p>A high level of professionalism and commitment.</p> <p>Excellent organisational skills and the ability to set and meet deadlines.</p> <p>Willingness to undertake daily site maintenance / cleaning duties eg sweeping, painting.</p> <p>Ability to create and maintain effective relationships with staff, governors, parents and children.</p> <p>Committed to safeguarding and promoting the welfare of children.</p> <p>Ability to communicate clearly to a range of audiences, both verbally and in writing.</p> <p>Approachable and caring with integrity.</p>                                                                                                                                              | Experience of managing a team of staff.                                                                                                                                                                                                                                                                              | Application Interview<br>References |



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|                       | <p>Flexible and creative with the ability to inspire others.</p> <p>Positive, open, honest, enthusiastic with a good sense of humour.</p> <p>Ability to work effectively in a team.</p> <p>A commitment to developing the ethos of the school.</p> <p>A willingness to be reasonably flexible in relation to working hours.</p> <p>A willingness to undertake job related training.</p> <p>Willingness to travel to training sessions.</p> <p>Able to attend site in an emergency.</p> |  |                       |
| School specific needs | Willing to undertake lettings when the building is used outside of normal working hours.                                                                                                                                                                                                                                                                                                                                                                                               |  | Application Interview |

June 2026