



**Battledown Centre for Children & Families**

**A Specialist Early Years Centre**

**PERSON SPECIFICATION**

**Job Title:** Assistant Caretaker

**Grade:** E

**Section:** Premises Team

**Date Prepared:** October 2017

ATTRIBUTES	ESSENTIAL	DESIRABLE
QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> <li>• Relevant professional qualification</li> <li>• Clean Driving Licence</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified to drive minibuses</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>• Recent experience of a caretaking type role</li> <li>• Cleaning/supervision</li> <li>• Experience of general premises and grounds maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in schools</li> </ul>
SKILLS KNOWLEDGE ABILITIES	<p>The postholder should have the ability, knowledge, skills and enthusiasm to:</p> <ul style="list-style-type: none"> <li>• Undertake a wide variety of tasks relevant to the post</li> <li>• Carry out general premises and grounds maintenance to a good standard</li> <li>• Carry out regular inspections and checks and update required records</li> <li>• Undertake general day to day supervision of cleaning</li> <li>• Operate machinery and equipment pertinent to post</li> <li>• Maintain a high level of security with regard to the premises and grounds</li> <li>• Ensure health and safety regulations are met and adhered to</li> </ul>	
PERSONAL QUALITIES (Attitudes/ Motivation/ Approach)	<p>The postholder should be:</p> <ul style="list-style-type: none"> <li>• Honest, trustworthy and reliable</li> <li>• Positive with a highly motivated disposition</li> <li>• Pro-active self-starter and finisher</li> <li>• Committed to equal opportunities</li> <li>• Flexible with strong sense of own initiative</li> <li>• Well organised</li> <li>• Have good interpersonal and communication skills</li> <li>• Calm, and self-assured</li> <li>• Confident in a lone working situation</li> </ul>	
PHYSICAL REQUIREMENTS	<ul style="list-style-type: none"> <li>• Good level of general health.</li> <li>• Ability to 'move and handle' equipment as required under 'Moving and Handling' legislation</li> </ul>	
ADDITIONAL REQUIREMENTS	<ul style="list-style-type: none"> <li>• To undertake fire warden duties</li> <li>• Provide premises support to all occupants of the Centre</li> </ul>	