

Salisbury Sixth Form College

Aspiration \* Excellence \* Success

**College Caretaker – PERSON SPECIFICATION**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Experience and Qualifications	<ul style="list-style-type: none"> <li>• Good standard of general education: A-C grades in GCSE English and Maths or be able to demonstrate equivalent competency.</li> <li>• Practical experience/sound knowledge of facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an educational environment.</li> <li>• Health and Safety Knowledge</li> <li>• COSHH, Legionella, Fire Extinguisher/Marshal, Working at Heights Training</li> <li>• PAT Tester</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Letter</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Excellent interpersonal/communication skills.</li> <li>• Ability to keep calm and de-escalate challenging situations</li> <li>• Ability to develop effective working relationships and work in teams</li> <li>• General IT skills such as email, word processing and spreadsheet usage.</li> <li>• Ability to work independently and prioritise effectively</li> <li>• Practical maintenance experience.</li> <li>• Previous experience of dealing with/managing contractors</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified in First Aid (or willing to become qualified)</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Letter</li> <li>• Interview</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>• Evidence of continuing commitment to self-development through courses and work undertaken</li> </ul>	<ul style="list-style-type: none"> <li>• Proven willingness to undertake new tasks and training.</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Letter</li> <li>• Interview</li> </ul>
Personal qualities, skills and characteristics	<ul style="list-style-type: none"> <li>• Flexible, resilient and positive attitude</li> <li>• High standards of professionalism of oneself and other members of the team</li> <li>• Enthusiastic and caring approach to students.</li> <li>• To be able to build an excellent rapport with</li> </ul>		<ul style="list-style-type: none"> <li>• Letter</li> <li>• Interview</li> </ul>

Personal qualities, skills and characteristics (continued)	students, parents, carers, guardians and external partners <ul style="list-style-type: none"><li>• 'Can do' attitude.</li><li>• Common sense approach to problem solving.</li></ul>		
Other	<ul style="list-style-type: none"><li>• Sense of humour</li><li>• Outstanding references</li></ul>		<ul style="list-style-type: none"><li>• Letter</li><li>• Interview</li><li>• References</li></ul>