



Wise Owl Trust  
Briscoe Lane Academy

**Person Specification**

**Assistant School Caretaker – Grade 3 (Points 4-6 £18,426 - £19,171 commencement at point 4)**

**For this job we are looking for:**

Practical skills with an ability to carry out caretaking duties including cleaning, manual handling, security patrols and minor repair work

Knowledge of Health & Safety and hygiene procedures and precautions

Willingness to gain awareness of COSHH regulations, applying knowledge gained as appropriate

Numeracy and literacy skills with an ability to keep accurate records

Knowledge of moving and handling procedures and an ability to carry out tasks with regard to Health and Safety procedures

Willingness to develop knowledge of use of ICT and other specialist equipment/resources

Ability to relate well to children and adults within a School environment

Supervisory skills and the ability to manage external relationships with contractors

An ability to undertake all the physical aspects of the job and to use relevant equipment

**Personal Style and Behaviour**

Tact and diplomacy in all interpersonal relationships with the public and colleagues at work

Self-motivation and personal drive to complete tasks to required timescales and quality standards

The flexibility to adapt to changing workload demands and new organisational challenges

Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users

Personal commitment to continuous self-development

Personal commitment to continuous service improvement

Willingness to consent to and apply for an enhanced DBS disclosure