

PERSON PROFILE

Job Title:	Caretaker	
Department:	Children's Services	
Job Family:	Construction & Maintenance	Job grade: 4

	Essential	Desirable	Evidence
Experience	<p>Building maintenance and security</p> <p>Caretaking and cleaning duties</p> <p>Working with water and heating systems</p>	<p>Working with children and young adults.</p> <p>Driving a minibus</p>	<p>All experience will be evidenced by application form and interview</p>
Skills and knowledge	<p>Health and Safety procedures and COSHH regulations</p> <p>Safe working practices, including manual handling.</p> <p>Customer care</p> <p>Knowledge of using full range of cleaning equipment and materials</p> <p>Ability to undertake minor repairs and maintenance, including mechanical equipment/vehicle</p> <p>To be aware of policies and procedures relating to safeguarding.</p>	<p>Knowledge of fire alarm and intruder alarm systems</p>	<p>All skills and knowledge will be evidenced by application form and interview</p>

<p>Personal Effectiveness</p>	<p>Able to work with other members of team at all levels</p> <p>Able to work under supervision and unsupervised</p> <p>Maintain accurate manual records</p> <p>Willingness to undertake relevant instruction and training</p> <p>Ability to lift and carry cleaning equipment and small items of furniture</p> <p>Ability to work on own initiative</p> <p>Ability to speak fluent English in order to be able to communicate fully in the role with clients/the public</p>		<p>All personal effectiveness will be evidenced by application form and interview</p>
<p>Qualifications</p>		<p>NVQ II in Cleaning Building interiors, or willingness to acquire when in post</p>	