

PERSON SPECIFICATION

POST	CARETAKER		DEPT	FACILITIES
GRADE	CARETAKER		REF No	51-19

EDUCATION / TRAINING		CRITERIA ESSENTIAL (E) DESIRABLE (D)	MEASURED BY INTERVIEW (I) APPLICATION (AF) ASSESSMENT CTRE (AC) PRESENTATION (P)
Must be willing to undertake appropriate training and development in order to meet the requirements of the post.		E	AF/I
First-Aid certificate or Willing to Undertake First Aid Training		E	AF AF
Health and Safety Training Certificate		D	AF
Moving and handling certificate		E	AF
RELEVANT EXPERIENCE		E / D	MEASURED BY
Experience of dealing with adults from all backgrounds.		E	AF/I
Good understanding of a Caretaker role.		E	AF/I
Experience of working in an educational environment.		D	AF/I
Experience of liaising with a range of customers		E	AS
RELEVANT KNOWLEDGE/ SKILLS & APTITUDES		E / D	MEASURED BY
A positive commitment to Customer Care.		E	AF/I
Confident in dealing with difficult behaviour.		E	AF/I
Able to work on own initiative as well as a member of a team.		E	AF/I
Flexible and self-motivated with a 'can do' approach.		E	AF/I
Well organised and able to prioritise tasks.		E	AF/I
Excellent communication skills both written and verbal		E	AF/I
Trade knowledge or experience such as plumbing, joinery, building or good general DIY skills.		E	AF/I
Will be required to undertake minor maintenance duties within your knowledge, skills and training. Duties will include weekly fire alarm testing, legionella "little outlet checks", Inspection of M&E plant, obtain meter readings for gas, electric, water, investigate maintenance faults, supervise contractors on site,		E	AF/I

SPECIAL REQUIREMENTS		E / D	MEASURED BY
The successful post holder would be expected to have a flexible approach to their work.		E	AF/I
The successful applicant will need to have a DBS check to work in the College environment.		E	AF/I
The post holder would be required to demonstrate an ability to discretion and maintaining confidentiality.		E	AF/I
Must be willing to undertake appropriate training and development in order to meet the requirements of the college.		E	AF/I
Awareness of health and safety requirements.		E	AF/I
First-Aid certificate or Willing to Undertake First Aid Training		E	AF/I
Commitment to the principles of valuing diversity and equal opportunities.		E	AF/I
Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.		E	AF/I
Ability to travel between College sites		D	