

	Essential	Desirable	Accessed by Application and/or Interview
<b>Qualifications</b>	Educated to a satisfactory standard in order to communicate effectively, both written and oral.	Average English and Maths qualifications	A
<b>Experience</b>	Experience of: cleaning work, building maintenance, team working.		A
<b>Knowledge and Understanding</b>	Coordinating the work of the caretaking team.  Basic principles of site management.  Importance of health and safety Techniques for the repair or damaged or defective equipment or resources	Premises issues: heating and water systems. Fire and alarm systems.	A/I
<b>Skills</b>	Use practical skills to improve the site and buildings  Motivate others in the caretaking team through example and enthusiasm.  Deal with emergencies and problems in a positive and systematic matter.  Be aware of budget for resources.  Proactive and work on own initiative.  Work alone when required, showing good self-motivation  Prioritise, plan and meet deadlines	Use basic power tools  Anticipate and reduce risk where possible.  Undertake record-keeping system.  Knowledge of health and safety requirements.	A/I
<b>Personal qualities and attitudes</b>	Reliable, trustworthy and honest  Excellent time-keeping  Flexibility  Ability to communicate with hirers of facilities in a positive and helpful manner		I
<b>Physical Requirements</b>	Fit and able to carry out duties.  Ability to deal with manual handling. (Tables and Chairs)		I