

**Person Specification for  
Caretaker  
Attributes**



**Essential**

**Desirable**

**How identified**

1. Physical  
e.g. degree of fitness required  
for the post

Physically able to meet the  
requirements of the post

Interview

2. Education

Basic literacy and numeracy  
skills, computer literate.

NVQ 1 or 2 in 'Cleaning and  
Support Services Caretaking'  
or equivalent, IT qualification

Interview  
Application form

3. Experience

At least 2 years' experience of  
maintaining a building.  
Experience of working with a  
variety of people.  
Experience of working on own  
initiative

At least 1 years' experience  
in a similar post  
Experience of supervising  
others

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Application form  
References

4. Training

Willingness to undergo training  
as required

Recent Moving and Handling  
Fire Safety, COSHH,  
Health & Safety

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5. Special knowledge and skills

Caretaking and cleaning systems  
Buildings security  
Competence in basic building  
maintenance.

Understanding of Health and  
Safety, COSHH and RIDDOR  
regulations.  
Basic stock control.  
Knowledge of local community

Interview  
Application form  
References

6. Personal Circumstances.

Good communication skills.  
Able to attend emergency call-  
outs. Able to fulfil some evening  
and weekend commitments

Interview