




<p>PERSON SPECIFICATION</p> <p>Part-Time Caretaker – Grade C SCP 5-6</p> <p>37.5 Hours per week – Term Time Only plus 3 weeks</p>	
--	---

NOTES TO APPLICANTS

- Please be aware the role of a caretaker requires a split shift normally 7.30am – 11.00am and 2.00pm – 6.00pm, however flexibility in working hours is required. Requirement to work 5 PD Days and 2 weeks flexibly during the school holidays to be agreed however usually at the start and end of the Summer holidays
- Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview

	Essential	Desirable	Method of Assessment
Education & Qualifications	<ul style="list-style-type: none"> • Literate and numerate with a good all round standard of education 	<ul style="list-style-type: none"> • 5 GCSE's including English and maths or equivalent • Appropriate qualification at NVQ Level 2 • First Aid Training certificate • Qualifications in building maintenance e.g. electrical, plumbing, decorating, plastering etc. 	Application Form
Experience & Knowledge	<ul style="list-style-type: none"> • Experience of keeping work records • Working with members of the public • Cleaning experience and ability to carry out specialist building maintenance work, beyond the scope of a competent DIY person • Have an understanding of the basic principles of site management • Understanding of Health & Safety legislation and good practice in relation to cleaning/caretaking and site management 	<ul style="list-style-type: none"> • Experience of working in a caretaking/cleaning environment • Decorating experience • Community based work • Awareness and understanding of working within a school environment • Experience of working with primary aged children 	Application Form Interview Reference
Skills / Abilities	<ul style="list-style-type: none"> • Ability to undertake a range of caretaking and cleaning duties • Good IT Skills 	<ul style="list-style-type: none"> • An understanding of specific premises issues: security, Health & Safety, heating systems, building construction, COSHH 	Application Form Interview

	<ul style="list-style-type: none"> • Ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date • Ability to act on own initiative, dealing with any unexpected problems that arise • Ability to demonstrate good inter-personal skills to communicate with a range of people • Ability to work effectively and supportively as a member of the school team • Ability to demonstrate commitment to Equal Opportunities and the ability to recognise the needs of different service users • Ability to work alone when required, showing good self-motivation. • Always punctual and reliable 	<ul style="list-style-type: none"> • regulations. • Ability to use basic power tools and other equipment to make repairs and improvements • A current clean driving licence 	
Personal Qualities	<ul style="list-style-type: none"> • Willing to undertake relevant training and development opportunities offered by the school to further knowledge • Ability to maintain confidentiality on all school matters • Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours • Strong team player, committed to an ethos of continuous improvement • Have professional pride in the school • Excellent and proven work ethos • Proven ability of ensuring that deadlines are met and work is prioritised accordingly • Commitment to provide a customer focused service 	<ul style="list-style-type: none"> • Evidence of own continuous personal development • Evidence of surpassing customer expectations or service targets/goals 	Interview Reference