

NORMANBY PRIMARY SCHOOL
PERSON SPECIFICATION – ASSISTANT CARETAKER –
GRADE B+

NOTE TO APPLICANTS

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	*M.O.A.
Qualifications	<ul style="list-style-type: none"> Numeracy and literacy skills with an ability to keep accurate records 	<ul style="list-style-type: none"> Further education qualifications in related fields, e.g.: health and safety training or maintenance qualification 	A, I, C, R
Skills & Knowledge	<ul style="list-style-type: none"> IT literate and able to operate software (eg: Microsoft Office, internet) at a basic level Good verbal and written communication skills appropriate to the need to communicate effectively Self-starter, with an ability to work independently & use own initiative to overcome obstacles Ability to build and form good relationships with students, colleagues and other professionals Able to follow direction and work in collaboration with line manager, leadership team and the Trust's Facilities Team 	<ul style="list-style-type: none"> Knowledge of a skilled trade e.g. Electrician, Carpenter or plumber Knowledge of relevant policies, procedures, codes of practice and awareness of relevant legislation such as health and safety 	A, I, R
Experience	<ul style="list-style-type: none"> DIY and/or grounds maintenance experience Willing to undertake a range of training Experience of security and safety, including use of intruder and fire alarm systems Build and maintain successful relationships with pupils. Display commitment to protection and safeguarding of children and young people. 	<ul style="list-style-type: none"> Experience of working in a school or similar establishment 	A, I, R

Personal Attributes	<ul style="list-style-type: none"> • Good organisational skills • Have an openness to learning and change • Have a positive attitude to personal development and training • Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility • Recognition of the importance of personal responsibility for 	<ul style="list-style-type: none"> • Evidence of own continuous personal development • Ability to deal with conflict 	A, I, R
Additional Requirements	<ul style="list-style-type: none"> • This role is subject to an enhanced DBS • Driving licence and access to own vehicle • Ability to reach, bend and carry out some heavy lifting • Able to attend out of hours emergencies or provide cover where required for absent colleagues • Able to work flexibly to meet deadlines and respond to unplanned situations 		

METHOD OF ASSESSMENT: (*M.O.A)

A= APPLICATION FORM

C = CERTIFICATE

I = INTERVIEW

R= REFERENCE