**St Hild’s College CE Aided Primary School**

**Caretaker/Handyperson**

**Grade 3 – 32 Hours (Split Shift) 7.00a.m. – 10.00a.m. and 3.00p.m. – 6.30p.m. (6.00p.m. Fridays)**

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| CRITERIA | ESSENTIAL | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| APPLICATION | Well-structured written statement regarding experience, skills and suitability for the post* Fully supported in reference
 |  | Application Form |
| QUALIFICATIONS | Good Literacy and Numeracy skills* Willingness to participate in training essential to the post and for continued professional development
 | * Additional relevant qualification/s

e.g. NVQ in Cleaning and Support Services or equivalent* GCSE or equivalent in Maths and English
* First Aid certificate
 | Application form |
| EXPERIENCE | Commitment to and pride in previous jobs/roles undertaken* Experience of cleaning, caretaking and handy work
 | * Experience of working in a premises role/school environment
 | Application formReferences |
| SKILLS, KNOWLEDGE and APTITUDE | * Knowledge of Health and Safety Regulations and procedures e.g. COSHH
* Ability to undertake general building maintenance and minor repairs
* To be the main key holder
* Ability to deal with emergencies
* Excellent communication skills
* Good inter-personal skills
* Physically able to undertake the responsibilities of the role
 | * Ability to undertake manual repairs
* Knowledge of heating and security systems
* Competent DIY skills and use of powered equipment
* Ability to supervise staff and manage work programmes
* Good basic ICT skills
 | Application formInterviewReferences |
| PERSONAL ATTRIBUTES | * Pro-active approach to work
* Discretion and confidentiality
* Ability to work on own initiative and to make decisions and prioritise
* Excellent team player
* Patient and understanding
* Willingness to support the Christian ethos of the school
* Trustworthy, reliable and hardworking
* A good work ethic
* Flexibility to meet the demands of the split shift system.
 | An appreciation of difficulties of working a split shift* Previous experience of working with children
 | Application FormInterviewReferences |