**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 form  References |
| 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 form  Interview  References |
| 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 Form  Interview  References |