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| **St Mary’s RCVA Primary School**  **Person Specification**  **Caretaker** |  |

**Role:** To be responsible for the maintenance and security of school premises and site, ensuring a safe environment.

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| **Category** | **Essential** | **Desirable** | **Evidence** |
| **APPLICATION** | * Well-structured written statement regarding experience, skills and suitability for the post. * Fully supported in references. |  | * Application Form * References |
| **QUALIFICATIONS** | * Willingness to participate in training relevant to the post. | * GCSE or equivalent in English and Maths. | * Application Form * References * Certificates |
| **EXPERIENCE** | * Experience of caretaking, cleaning and handy work. | * Experience of working in a school environment | * Application Form * References * Interview |
| **SKILLS AND KNOWLEDGE** | * Ability to organise, prioritise and complete tasks effectively. * Be punctual, reliable and have good time management skills. * Ability to clean and maintain a high standard of cleanliness throughout the school. * Ability to follow instructions and use equipment safely. * Able to carry out painting, decorating and minor repairs. * Ability to work by yourself, but also experience of working within a team. * Be able to use own initiative. * Ability to carry out health and safety checks and maintain log books / records. * Good basic Literacy and Numeracy skills. | * Knowledge of current Health and Safety policies and procedures – including Risk and COSHH Assessments. * Knowledge of heating and security systems. * Competent DIY Skills * Knowledge / Skills equivalent to National Qualification Level 3 * Able to recognise when areas of school/grounds require improvement and inform line manager. | * Application Form * Reference * Interview |
| **PERSONAL QUALITIES** | * Enthusiastic, committed, flexible, hardworking and self-motivated. * Trustworthy and reliable. * Caring and understanding with an awareness of the importance of discretion and confidentiality. * A proactive approach to work. * Collaborative, team member. |  | * Application Form * Reference * Interview |