|  |  |
| --- | --- |
|  **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.

|  |  |  |  |
| --- | --- | --- | --- |
| **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
 |