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|  **Ferryhill Business & Enterprise College****Person Specification****Caretaker** | FBECLogoHighRes |

**Role -** To be responsible for the maintenance and security of the school premises ensuring a safe environment

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| **Category** | **Essential** | **Desirable** | **Evidence** |
| **APPLICATION**  | * Fully supported in references.
 |  | * Application Form
* References
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| **QUALIFICATIONS** | * Willingness to participate in training relevant to the post
 | * GCSE or equivalent in English and Maths
* First aid certificate
* Working at height
* Manual handling
* NVQ in a trade e.g. painting & decorating, plumbing etc.
 | * Application Form
* References
* Certificates
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| **EXPERIENCE** | * Experience of effective team-working and the ability to work alone
 | * Experience of working in a school environment
* Experience of caretaking, cleaning and ‘handy work’
* Experience of buildings management including a key-holder responsibility
 | * Application Form
* References
* Interview
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| **SKILLS AND KNOWLEDGE** | * Ability to clean and maintain a high standard of cleanliness throughout the school.
* Able to carry out painting, decorating and minor repairs.
* Ability to work by yourself, but also to work effectively within a team whilst prioritising the workload.
* Good organisational and time management skills.
* Good basic Literacy and Numeracy skills.
* Ability to work to deadlines.
* Ability to respond to changing priorities.
* Ability to work methodically, thoroughly and to a consistent high standard to ensure work is carried out efficiently and effectively.
 | * Knowledge of heating and security systems.
* Competent DIY Skills
* Awareness of health and hygiene procedures.
* Manual handling experience and training.
* Ladder safety training and experience.
* Use of specialist equipment e.g. cleaning machines and/or power tools etc.
* Knowledge of health and safety legislation including COSHH and manual handling procedures and precautions
 | * Application Form
* Reference
* Interview
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| **PERSONAL QUALITIES**  | * Enthusiastic, committed, hardworking and self-motivated.
* Trustworthy and reliable.
* Friendly disposition and a good sense of humour
* Ability to get on well with people of all ages.
* Flexibility to meet the requirements of the post including the ability to accommodate a change in working pattern e.g. to cover for sickness
* Good role model for staff and pupils.
* Willingness to wear personal protective clothing provided.
* Ability to use one’s own initiative
 |  | * Application Form
* Reference
* Interview
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