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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 |
| **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 |
| **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 |
| **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 |
| **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 |