**Coxhoe Primary School**

**PERSON SPECIFICATION: CARETAKER - Grade 3**

An enhanced DBS clearance is an essential requirement

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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 communication skills  * Willingness to participate in training essential to the post and for continued professional development | * Additional relevant qualification/s   e.g. attendance at courses related to cleaning, caretaking or Health & Safety   * 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 * Knowledge of security systems | * 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 * Ability to supervise staff and manage work programmes | * Ability to undertake manual repairs * Knowledge of heating and security systems * Competent DIY skills and use of powered equipment * Good basic ICT skills * Experience of supervising and managing staff | * 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 * Establish good working relationships and lead by example * Patient and understanding * 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 |