**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
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| 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
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| 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
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| 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
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| 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
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