**St William’s RCVA Primary**

**Person Spec - Caretaker**

**Role:-** To be responsible for the maintenance, cleanliness and security of school premises and site, ensuring a safe environment.

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| **Category** | **Essential** | **Desirable** | **Evidence** |
| **APPLICATION** | * Fully supported in reference. |  | * 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 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 experience of working within a team. * Good organisational and time management skills. * Good basic Literacy and Numeracy skills. * Good IT 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, hardworking and self-motivated. * Trustworthy and reliable. * Friendly disposition * Ability to get on well with people of all ages. * Good role model for staff and pupils. * Good general fitness and mobility |  | * Application Form * Reference * Interview |