******The Federation of Our Lady Queen of Martyrs, Esh Winning & St Joseph’s, Ushaw Moor, RC Primary Schools**

Person Specification – Caretaker (Grade 2)

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| **Criteria** | **Essential** | **Desirable** | **Evidenced** |
| Application | * Supporting statement which supports the ethos of the school and details experience, skills and suitability for the post
* Fully supported in references
 |  | Letter of interestApplication form |
| Qualifications & Training | * Good basic literacy & numeracy skills
 | * GCSE or equivalent in Maths & English
* Willingness to attend and complete courses relating to cleaning, caretaking and health & safety
 | Application FormReferencesCertificates |
| Experience | * Commitment to and pride of standards of cleanliness in previous roles
 | * Experience of cleaning and caretaking duties
* Knowledge of the duties of a caretaker in a school
 | Application FormReferencesInterview |
| Skills, Knowledge & Aptitude | * Ability to organise, prioritise and complete tasks effectively
* Ability to work alone as well as part of the whole school team
* Ability to follow instructions and use equipment safely
* Be punctual and reliable
* Be able to use own initiative
* Ability to undertake general building and site maintenance and carry out minor repairs
* Ability to carry out health and safety checks and maintain log books/records
* The ability to communicate effectively with pupils, parents, staff and members of the general public
* Ability to use computer systems for communication / recording and training purposes
 | * Knowledge of heating and security systems
* Knowledge of current Health & Safety policies and procedures – including Risk and COSHH Assessments
* Competent DIY skills and use of powered equipment
* Ability to supervise staff and manage workload
* Ability to recognise when areas of school / grounds require improvement and inform line manager
 | Application FormReferencesInterview |
| Personal Qualities | * A person is sought who can offer;
	+ Enthusiasm, energy, resilience, a collaborative working style, flexibility and discretion and confidentiality
* Trustworthy, reliable and hardworking
* Caring and understanding attitude
* A proactive approach to work
 | * A practicing Catholic
 | Application FormReferencesInterview |