******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 interest  Application 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 Form  References  Certificates |
| 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 Form  References  Interview |
| 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 Form  References  Interview |
| 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 Form  References  Interview |