



USWORTH COLLIERY PRIMARY SCHOOL
CARETAKER - PERSONAL SPECIFICATION



FACTOR	ESSENTIAL REQUIREMENTS	DESIRED REQUIREMENTS	METHOD OF ASSESSMENT
Qualifications and Knowledge	<ul style="list-style-type: none">• Good basic literacy and numeracy skills.• General knowledge of a broad range of practical tasks associated with a caretaking environment together with the operation of associated tools and equipment.• Willingness to attend and complete courses relating to cleaning, caretaking and health & safety.• Undertake training in order to drive the school minibus.	<ul style="list-style-type: none">• GSCE or equivalent Maths and English.• General knowledge of Health & Safety legislation relating to a caretaking environment.• A driving license with D1 (licensed to drive a minibus).	Qualifications, application form, interview & references.
Experience	<ul style="list-style-type: none">• Commitment to and pride of standards of cleanliness and health and safety.	<ul style="list-style-type: none">• Experience of cleaning and caretaking duties.• Knowledge of the duties of a caretaker in a school.	Application form, interview & references.
Skills and competencies	<ul style="list-style-type: none">• Strength, dexterity and co-ordination to use a range of cleaning/maintenance tools and equipment.• Ability to carry out health and safety checks and maintain log books/records.• Ability to undertake general building and site maintenance and carry out minor repairs.• Ability to plan and organise staff and resources, including effective use of own time.• Resourceful and works with initiative and without constant supervision.• Listens, communicates clearly and consults others, including pupils, parents, staff and members of the general public.• Appropriately follows instructions to achieve set objectives.• Reliable and keeps good time.• Committed to the provision of quality services to achieve customer satisfaction.• Adapts to change by adopting a flexible and cooperative attitude.• Supportive and adapts to team working.• Demonstrates integrity and upholds values and principles.• Promotes equal opportunities and anti-oppressive practice in all aspects of work.• Ability to use computer systems for communication / recording and training purposes.	<ul style="list-style-type: none">• 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 manage workload.• Ability to recognise when areas of school / grounds require improvement and inform line manager.	Qualifications, application form, interview & references.

**Physical
competencies**

- Work from a standing position, need to walk, bend, lift and carry moderate weights.
- Short periods of concentration dispersed throughout day, week and month.
- Able to work externally as well as internally and recognise there may be some exposure to unpleasant conditions such as toilet areas.

Application form,
interview &
references.