Burnhope Primary School

**Person Specification – Caretaker**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **Application** | * Fully completed Durham County Council Support Staff Application Form. * Supportive references. | Well-structured supporting letter regarding experience, skills and suitability for the post. | Application form / supporting letter  References |
| **Qualifications** | * Basic literacy and numeracy skills. * Willingness to participate in training essential to the post. * Recent step ladders training and certificate (within 2 years) * Recent manual handing training and certificate (within 2 years) * Recent safeguarding training level 1 (within 2 years) | * First Aid certificate. * GCSE or equivalent in Maths and English. | Application Form  References |
| **Experience** | * Commitment to and pride in previous jobs/roles undertaken. * Caretaking, cleaning, Handyperson or DIY experience. | * Experience of working in a premises role/school environment. | Application Form  References  Interview |
| **Skills, Knowledge and Aptitude** | * Ability to undertake general building maintenance and minor repairs. * Ability to work methodically, thoroughly and to a consistently high standard to ensure work is carried out effectively and efficiently. * To be the main key holder. * Ability to deal with emergencies. * Excellent communication skills. * Good inter-personal skills. * Physically able to undertake the responsibilities of the role. * Ability to carry out the tasks in the job description effectively under the direction of the Headteacher. * Ability to clean to a high standard. | * Ability to undertake manual repairs. * Knowledge of heating and security systems. * Competent DIY skills and use of powered equipment. * Ability to supervise staff and manage work programmes. * Good basic ICT skills. | Application Form  References  Interview |
| **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. * Patient and understanding. * Empathy with the aims of the school. * Ability to develop good working relationships with staff, pupils and parents. * 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  References  Interview |