Burnhope Primary School

**Person Specification – Caretaker**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 letterReferences |
| **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 FormReferences |
| **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 FormReferencesInterview |
| **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 FormReferencesInterview |
| **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 FormReferencesInterview |