**East Stanley School**

**Person Specification - Caretaker**

**Role:** To be responsible for the maintenance and security of school premises and site, ensuring a safe environment.

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| **Category** | **Essential** | **Desirable** | **Evidence** |
| **APPLICATION** | * Fully supported in reference. |  | Application Form  References |
| **QUALIFICATIONS** | * Possesses sufficient Literacy and Numeracy skills to be able to carry out role effectively. * Willingness to participate in training relevant to the post. | * Time served tradesperson. * Experience of working in a similar role in a school or educational establishment. | Application Form  References  Certificates |
| **EXPERIENCE** | * Ability to carry out repairs and maintenance tasks (not requiring a qualified craftsperson) competently and within a reasonable time. * Ability to use tools competently and safely. * Ability to work unsupervised showing initiative and strong time management. * Willingness and ability to clean designated areas competently and to a high standard. * Possess the social skills necessary to communicate effectively and politely with colleagues and visitors. | * Experience of working in a school environment * Experience of caretaking * Knowledge of undertaking Risk Assessments. | Application Form  References  Interview |
| **SKILLS AND KNOWLEDGE** | * Ability to clean and maintain a high standard of cleanliness throughout the school. * Able to carry out painting, decorating and minor repairs. * Ability to work by yourself, but also experience of working within a team. * Good organisational and time management skills. * Good basic Literacy and Numeracy skills. | * Knowledge of current Health and Safety policies and procedures – including Risk and COSHH Assessments. * Competent DIY Skills * Able to recognise when areas of school/grounds require improvement and inform line manager. | Application Form  Reference  Interview |
| **PERSONAL QUALITIES** | * Enthusiastic, committed, hardworking and self-motivated. * Trustworthy and reliable. * Friendly disposition * Ability to get on well with people of all ages. * Good role model for staff and pupils. * Flexible enough in attitude to be able to deal positively with the unexpected challenges and changes to routine that are, from time to time, an inevitable part of school life. |  | Application Form  Reference  Interview |

In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

* Motivation to work with children and young people;
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
* Emotional resilience in working with challenging behaviours;
* Attitudes to use of authority and maintaining discipline;