Roseberry Primary & Nursery School

Caretaker

Person Specification

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|  | **Essential** | **Desirable** | **Sources** |
| **References** | Fully supported in reference. |  | References |
| **Qualifications** | Willingness to learn and undertake further training relevant to position. | First Aid certificate | Application formReferences |
| **Education** | Sound literacy and numeracy skills. |  | Application formReferences |
| **Knowledge/Experience** | Experience in operation of alarm/security systems.Experienced in building works or Handyperson experience.Experience of Caretaking/Cleaning.Experience of supervision of premises staff.Knowledge of relevant policies/codes of practice.Knowledge of Health and Safety including COSHH and manual handling procedures and precautions.Awareness of health and hygiene procedures.Evidence of working as part of an effective team. | Experience of working in a school environment either in a paid or voluntary capacity. | InterviewApplication FormReferences |
| **Personal Qualities and Skills** | Ability to work under minimal supervision.Ability to work within a team.To be able to work under pressure.Good sense of humour and respect for colleaguesGood relationships with all staff.Ability to work within the school’s policies.Self-motivated, reliable and hard working. Calm positive and flexible approach to work.Awareness of confidentiality.Enthusiastic, courteous and polite approach.Commitment to delivering a high quality service and to continuous improvement. Ability to present oneself as a positive role model to pupils through dress, speech and attitude.Good timekeeping. | An understanding of children with additional needs.Good behaviour management strategies.Basic understanding of child development and learning. | InterviewApplication FormReferences |
| **Disclosure of Criminal****Record** | Enhanced DBS check confirming suitability to work with children (school will arrange this).Disqualification by association form required to be completed. |  | Disclosure and Barring Service check |