Roseberry Primary & Nursery School

Caretaker

Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Sources** |
| **References** | Fully supported in reference. |  | References |
| **Qualifications** | Willingness to learn and undertake further training relevant to position. | First Aid certificate | Application form  References |
| **Education** | Sound literacy and numeracy skills. |  | Application form  References |
| **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. | Interview  Application Form  References |
| **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 colleagues  Good 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. | Interview  Application Form  References |
| **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 |