Lower School Site

West Street, Leadgate, Consett

Tel: 01207 610361

Post title: Caretaker Grade 1 -- 32 hours per week.

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **Experience** | Previous work experience showing evidenceof ability to take responsibility, take initiativeand work co-operatively as part of a team. | Previous experience of work in a schoolenvironment or other public buildingPrevious responsibility for security.Previous experience of cleaning, repairs and maintenance in the workplace. | Application form,references andresponses at interview. |
| **Qualifications** | Literate and numerate. | Any qualifications around health, safety or riskassessment and risk management e.g. COSHH | Application form. |
| **Training** | Willingness to attend training that relates tothis post and to whole school issues. | Attendance in the last three years at trainingof direct relevance to the post. | Application form,references and interview. |
| **Inter-personal skills** | Able to communicate well with parents,members of staff, contractors and local residents. Able and willing to work co- operatively and flexibly. Understanding of confidentiality and able to usediscretion. Able to relate to young children and enjoy being with them. | Sensitive to the needs of others.Intuitive.Sense of humour. | References andinterview. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Other skills, knowledge****and requirements** | Punctual and courteous.Thoughtful and conscientious. Methodical and well organised. Honest and open.Able to work independently without direct supervision. | Able to adapt to change. Able to think clearlyand present own ideas. | Application form,references, interview. |
| **Personal circumstances** | Able to attend for work reliably andpunctually. Able to work flexible hours including evenings and weekends on occasion by prior arrangement. | Residence within reasonable travellingdistance of the school. | Application form andinterview. |
| **Disposition and attitudes** | Supportive of the ethos of the school andprepared to comply with all school policies. Positive about equal opportunities for all. Willing to learn new skills. Prepared to use initiative and take responsibility. | A broader understanding of equalopportunities issues and the role of schools in addressing inequality, prejudice and injustice. | Application form,references, interview. |