



**Bishop Wilkinson**  
Catholic Education Trust  
Through Christ, in Partnership

## Person Specification

### CARETAKER

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Grade: Band 4  
Hours: 37 Hours per week, Full Time, Fixed Term 1 Year  
Location: St Joseph's Catholic Middle School  
Reports to: Executive Headteacher

Person Specification	Essential/Desirable
<b>Qualifications &amp; Training</b>	
Considerable knowledge of a broad range of practical tasks associated with a caretaking environment together with the operation of associated tools and equipment. British Institute Of Cleaning Science Certificate of Proficiency (L1) or equivalent. Knowledge of Health & Safety legislation relating to a caretaking environment.	Essential
NVQ in General Maintenance and Housekeeping or equivalent. British Institute Of Cleaning Science assessor's qualification or equivalent.	Desirable
<b>Experience</b>	
Previous relevant experience in a similar or related role.	Essential
Relevant experience in a caretaking environment. Supervision of cleaning staff.	Desirable
<b>Knowledge and Skills</b>	
Literacy skills sufficient to read text and write straightforward sentences. Numeracy skills sufficient to undertake straightforward arithmetic functions. Strength, dexterity and co-ordination to use a range of cleaning tools and equipment. Ability to plan and organise staff and resources, including effective use of own time. Resourceful and works with initiative and without constant supervision. Listens, consults others and communicates clearly.	Essential

Customer care skills. Appropriately follows instructions to achieve set objectives. Reliable and keeps good time. Committed to the provision of quality services to achieve customer satisfaction. Adapts to change by adopting a flexible and cooperative attitude. Supportive and adapts to team working. Demonstrates integrity and upholds values and principles. Promotes equal opportunities and diversity in all aspects of work.	
A willingness to undertake job related training.	Desirable
<b>Personal Attributes</b>	
Good communication, interpersonal and DIY skills.	Essential
Ability to work alone and part of a team.	Essential
Have a flexible and cooperative attitude.	Essential
Reliable and keeps good time.	Essential

**August 2020**