**Witton Gilbert Primary School
Person Specification – Caretaker**

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| **Criteria** | **Essential** | **Desirable** | **How identified**A -ApplicationR - ReferenceSP - Selection Process |
| **Application** | * Well-structured written statement, with reference to experience, skills and suitability for the post
* Fully supported in references
 |  | A, R |
| **Education and Qualifications** | * Good basic literacy and numeracy skills
* Willingness to attend and complete courses relating to cleaning, caretaking and health and safety.
 |  | A, SP |
| **Experience** | * Commitment to and pride of standards of cleanliness in previous roles
* Knowledge of Health and Safety and COSHH regulations
* Experience of undertaking minor repairs and building maintenance
 | * Experience of cleaning and caretaking duties
* Knowledge of the duties of a caretaker in a school
* Knowledge and interest in gardening
* Experience of carrying out risk assessments
 | A, R , SP |
| **Skills and Abilities** | * Competent DIY skills and ability to undertake general building and site maintenance and carry out minor repairs
* Ability to organise, prioritise and complete tasks effectively
* Ability to work alone as well as part of the whole school team
* Ability to follow instructions and use equipment safely
* Punctual and reliable
* Able to use own initiative
* Ability to carry out health and safety checks and maintain log books/records
* The ability to communicate effectively with pupils, parents, staff and members of the general public
* Ability to use computer systems for communication/ recording and training purposes
 | * Knowledge of heating and security systems
* Ability to supervise staff and manage workload
 | * A, SP, R
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| **Personal Qualities** | * A person is sought who can offer;enthusiasm, energy, resilience, a collaborative working style, flexibility, caring and understanding attitude and discretion and confidentiality
* Trustworthy, reliable and hardworking
* A proactive approach to work
 | Willingness to be involved in the whole life of the school | A, R, SP |