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

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| **Criteria** | **Essential** | **Desirable** | **How identified**  A -Application  R - Reference  SP - 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 |
| **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 |