

Ferryhill Business & Enterprise College

Person Specification

Caretaker



Role - To be responsible for the maintenance and security of the school premises ensuring a safe environment

Category	Essential	Desirable	Evidence
APPLICATION	<ul style="list-style-type: none"> Fully supported in references. 		<ul style="list-style-type: none"> Application Form References
QUALIFICATIONS	<ul style="list-style-type: none"> Willingness to participate in training relevant to the post 	<ul style="list-style-type: none"> GCSE or equivalent in English and Maths First aid certificate Working at height Manual handling NVQ in a trade e.g. painting & decorating, plumbing etc. 	<ul style="list-style-type: none"> Application Form References Certificates
EXPERIENCE	<ul style="list-style-type: none"> Experience of effective team-working and the ability to work alone 	<ul style="list-style-type: none"> Experience of working in a school environment Experience of caretaking, cleaning and 'handy work' Experience of buildings management including a key-holder responsibility 	<ul style="list-style-type: none"> Application Form References Interview
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> Ability to clean and maintain a high standard of cleanliness throughout the school. Able to carry out painting, decorating and minor repairs. Ability to work by yourself, but also to work effectively within a team whilst prioritising the workload. Good organisational and time management skills. Good basic Literacy and Numeracy skills. Ability to work to deadlines. Ability to respond to changing priorities. 	<ul style="list-style-type: none"> Knowledge of heating and security systems. Competent DIY Skills Awareness of health and hygiene procedures. Manual handling experience and training. Ladder safety training and experience. Use of specialist equipment e.g. cleaning machines and/or power tools etc. Knowledge of health and safety legislation including COSHH and manual handling procedures and precautions 	<ul style="list-style-type: none"> Application Form Reference Interview

	<ul style="list-style-type: none"> • Ability to work methodically, thoroughly and to a consistent high standard to ensure work is carried out efficiently and effectively. 		
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Enthusiastic, committed, hardworking and self-motivated. • Trustworthy and reliable. • Friendly disposition and a good sense of humour • Ability to get on well with people of all ages. • Flexibility to meet the requirements of the post including the ability to accommodate a change in working pattern e.g. to cover for sickness • Good role model for staff and pupils. • Willingness to wear personal protective clothing provided. • Ability to use one's own initiative 		<ul style="list-style-type: none"> • Application Form • Reference • Interview