**St Helen Auckland Primary School**

**Caretaker – Person Specification**

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| **Category** | **Essential** | **Desirable** | **Evidence** |
| **APPLICATION**  | * Fully supported in reference.
* Well presented application form
 |  | * Application Form
* References
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| **QUALIFICATIONS** | * Good basic Literacy and Numeracy skills.
* Willingness to participate in training relevant to the post.
 |  | * Application Form
* References
* Certificates
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| **EXPERIENCE** | * Commitment to and pride of standards of cleanliness in previous roles
 | * Experience of working in a school environment
* Experience of cleaning and caretaking duties
* Knowledge of the duties of a Caretaker in school
 | * Application Form
* References
* Interview
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| **SKILLS AND KNOWLEDGE** | * Ability to clean and maintain a high standard of cleanliness throughout the school.
* Able to recognise when areas of school/grounds require improvement and inform line manager
* Ability to undertake general building and site maintenance.
* Able to carry out painting, decorating and minor repairs.
* Ability to work alone as well as part of the whole school team.
* Good organisational and time management skills
 | * Knowledge of current Health and Safety policies and procedures – including Risk and COSHH Assessments.
* Knowledge of heating and security systems.
* Competent DIY Skills
* Experience of or qualification in maintenance. Construction or trade.
* Good IT skills
 | * Application Form
* Reference
* Interview
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| **PERSONAL QUALITIES**  | * Enthusiastic, committed, hardworking and self-motivated.
* Trustworthy and reliable.
* Friendly disposition
* Understanding of working in a Rights Respecting way with children, staff & families
* Good role model for staff and pupils.
* Good general fitness and mobility
* Punctual & reliable
 | * Ability to supervise staff and manage workload
 | * Application Form
* Reference
* Interview
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