**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 |
| **QUALIFICATIONS** | * Good basic Literacy and Numeracy skills. * Willingness to participate in training relevant to the post. |  | * Application Form * References * Certificates |
| **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 |
| **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 |
| **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 |