

WESTGARTH PRIMARY SCHOOL  
Caretaker  
Person Specification

Essential	Desirable
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Evidence of developing good working relationships with colleagues.</li> <li>• Successful experience of maintaining equipment and/or property.</li> </ul>	<ul style="list-style-type: none"> <li>• Successful experience of supervising premises/site over an extended period of time.</li> <li>• Successful experience line managing a small team.</li> <li>• Experience of security, including alarm systems.</li> <li>• Experience of project management of external contractors.</li> </ul>
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• Basic Standard of English and Mathematics.</li> <li>• Effective communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Health and Safety related qualifications/training.</li> <li>• Specific trade qualifications/training e.g. plumbing, electrician, joiner, PAT testing, working with scaffolding etc.</li> </ul>
<b>Knowledge / Skills</b>	
<ul style="list-style-type: none"> <li>• Sound practical abilities and knowledge of basic DIY.</li> <li>• Skills and knowledge related to working as part of a team.</li> <li>• Good organisational skills.</li> <li>• Awareness and understanding of Health and Safety requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of specific Health and Safety requirements.</li> <li>• Knowledge/skills related to specific trades e.g. plumbing/carpentry/decorating.</li> <li>• Knowledge/skills related to grounds maintenance and gardening.</li> <li>• Basic IT skills eg emails, Word, Excel.</li> </ul>
<b>Physical Abilities</b>	
<ul style="list-style-type: none"> <li>• Be reasonably fit to carry out the duties of the job.</li> <li>• Able to carry out some manual handling and lifting.</li> <li>• Able to carry out work at high levels using appropriate equipment.</li> </ul>	
<b>Personal Attributes</b>	
<ul style="list-style-type: none"> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school.</li> <li>• Commitment to promoting the ethos and values of the school.</li> <li>• Ability to maintain confidentiality and commitment to safeguarding.</li> <li>• Self motivation.</li> <li>• Positive outlook.</li> <li>• Ability to manage own workload and work under pressure.</li> <li>• Proactive attitude to problems.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to support the school and the community at out of school events.</li> <li>• A desire to take part in work related training.</li> </ul>

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| <ul style="list-style-type: none"><li>• Willingness to be flexible in relation to working hours.</li><li>• Good sense of humour.</li></ul> |  |
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