

**West Pelton Primary School & Nursery**

**Caretaker (Grade 2) - Person Specification and Criteria for Selection**

**Role:-** To be responsible for the maintenance and security of school premises and site, ensuring a safe environment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Essential** | **Desirable** | **Evidence** |
| **APPLICATION** | * Fully supported in reference. |  | * Application Form * References |
| **QUALIFICATIONS** | * Good literacy & numeracy skills * Good communication skills * Attendance at courses related to cleaning, caretaking or health & safety – or willingness to participate in these. | * GCSE or equivalent in English and Maths. | * Application Form * References * Certificates |
| **EXPERIENCE** | * Experience of caretaking, cleaning and/or handy work. | * Experience of working in a school environment | * Application Form * References * Interview |
| **SKILLS AND KNOWLEDGE** | * 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 experience of working within a team. * Good organisational and time management skills. * Good basic Literacy and Numeracy skills. | * Knowledge of current Health & Safety policies and procedures – including Risk and COSHH Assessments. * Knowledge of heating and security systems. * Competent DIY Skills * Able to recognise when areas of school/grounds require improvement and inform line manager. | * Application Form * Reference * Interview |
| **PERSONAL QUALITIES** | * Enthusiastic, committed, hardworking and self-motivated. * Trustworthy and reliable. * Calm, patient and friendly disposition * Ability to get on well with people of all ages. * Good role model for staff and pupils. * Flexible approach to work tasks to accommodate the demand of a school environment. * Able to work on own initiative. |  | * Application Form * Reference * Interview |