

**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.

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| **Category** | **Essential** | **Desirable** | **Evidence** |
| **APPLICATION**  | * Fully supported in reference.
 |  | * Application Form
* References
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| **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
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| **EXPERIENCE** | * Experience of caretaking, cleaning and/or handy work.
 | * Experience of working in a school environment
 | * 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 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
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| **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
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