

**St Bede's Primary School, South Shields**  
**Person Specification – Caretaker**

Criteria	Essential	Desirable	How identified A -Application R - References I - Interview
<b>Education / Training</b>	<ul style="list-style-type: none"> <li>• Good basic literacy and numeracy skills</li> <li>• Knowledge of health &amp; safety legislation relating to the role</li> <li>• Willingness to attend and complete courses relating to cleaning, caretaking and health and safety.</li> </ul>	<ul style="list-style-type: none"> <li>• H&amp;S qualification</li> <li>• Asbestos Awareness</li> <li>• First Aid qualification (or willingness to undertake)</li> </ul>	A, I
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge of Health and Safety</li> <li>• Experience of undertaking minor repairs and building maintenance in any setting</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of cleaning and caretaking duties</li> <li>• Knowledge of the duties of a caretaker in a school</li> <li>• Knowledge and interest in general DIY</li> <li>• Experience of carrying out risk assessments</li> <li>• Knowledge of COSHH, Asbestos &amp; Legionella regulations</li> </ul>	A, R, I
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Competent DIY skills and ability to undertake general building and site maintenance and carry out minor repairs</li> <li>• Ability to organise, prioritise and complete tasks effectively</li> <li>• Ability to work alone as well as part of the whole school team</li> <li>• Ability to follow instructions and use equipment safely</li> <li>• Punctual and reliable</li> <li>• Able to use own initiative to solve problems</li> <li>• Ability to follow instructions and achieve objectives within given deadlines</li> <li>• Ability to carry out health and safety checks and maintain log books/records</li> <li>• Ability to communicate effectively with pupils, parents, staff and members of the general public</li> <li>• Ability to use computer systems for communication/ recording and training purposes</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of heating and security systems</li> <li>• Ability to supervise staff and manage workload</li> <li>• Familiar with EVERY compliance system</li> </ul>	A, R, I
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Resilient, tactful and diplomatic even when under pressure</li> <li>• Ability to work flexibly and proactively, collaborative in approach</li> <li>• Trustworthy, reliable and hardworking</li> <li>• A proactive approach to work</li> <li>• Driving licence</li> </ul>	Willingness to be involved in the whole life of the school	A, R, I
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Enhanced clearance from the Disclosure and Barring Service</li> <li>• A willingness to work unsocial hours</li> <li>• A current full UK driving licence (held for a minimum of 2 years)</li> </ul>		Enhanced DBS check Full UK Driving Licence

	<ul style="list-style-type: none"><li>• A commitment to Health and Safety principles</li></ul>		
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