



## Stanbridge Primary School

### Person Specification

The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. It will be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet these criteria as you will only be shortlisted if you meet all of the essential criteria (and desirable criteria where applicable).

<b>POST TITLE:</b> Caretaker
<b>GRADE:</b> Hay 11

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT <small>Application Form / Interview / Presentation / References etc</small>
<b>QUALIFICATIONS &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of undertaking basic repair, maintenance and DIY to a high standard;</li> <li>Ability to use a range of power tools and cleaning apparatus related to the role;</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school (or similar environment) in a caretaker, site or premises role for at least 1 year;</li> <li>NVQ Level 3 or equivalent;</li> <li>Good numeracy and literacy skills;</li> <li>GCSE Maths &amp; English;</li> <li>Experience in a supervisory capacity</li> <li>Experience of working with contractors and other relevant persons on site;</li> </ul>	<i>Application Form / Interview/References/Tasks</i>
<b>JOB RELATED KNOWLEDGE &amp; SKILLS</b>	<ul style="list-style-type: none"> <li>Knowledge of Health &amp; Safety in the workplace and the ability to identify hazards and other deficiencies;</li> <li>Knowledge of working and safety practices of on-site contractors and other relevant persons.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of drawing up and operating a planned preventative maintenance programme would be an advantage;</li> <li>Ability to effectively supervise, develop and support other colleagues within their team;</li> <li>Knowledge of heating plant, light, alarm and fire safety systems and equipment.</li> <li>Ability to provide specialist advice and training as required to other members of the premises/cleaning team.</li> </ul>	<i>Application Form / Interview / Tasks / References</i>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>Ability to establish good working relationships with work colleagues - positive, professional and keen to be part of a successful team;</li> <li>Hardworking with a commitment to keeping the school site safe, secure and well maintained;</li> <li>Ability to lift and move furniture and equipment</li> </ul>	<ul style="list-style-type: none"> <li>Adaptable and quick to learn and not afraid to face new challenges;</li> <li>Good time management skills with the ability to effectively prioritise and implement the premises team workload.</li> </ul>	<i>Application Form / Interview / Tasks / References</i>

	<p>and the physical ability to carry out various repair and maintenance activities;</p> <ul style="list-style-type: none"> <li>• Reliable, trustworthy, hardworking and friendly with the ability to use their initiative and work independently;</li> <li>• Enthusiastic, flexible, resilient, a 'can do' approach together with a great sense of humour;</li> <li>• A positive role model to staff and pupils;</li> <li>• Willingness to undertake further training;</li> <li>• Willingness to contribute to the wider school and help with school events.</li> </ul>		
<b>Special Working Conditions</b>			
Working at height, using power tools, some out of hours lone working, use of chemicals, cleaning and maintenance duties may involve dealing with blocked drains, clearance of vomit, excrement or bodily fluids. Protective clothing will be provided.			
<b>Employment Checks / Specific Requirements</b>			
DBS, Health Assessment, 2 x fully supportive references (one of which will be required from your current employer)			

*The school is committed to safeguarding and promoting the safety and welfare of children and young people. All staff and volunteers are expected to share this commitment and all appointments will be subject to appropriate vetting, including an enhanced DBS disclosure check.*

*Some roles may need to comply with the 'Childcare Act 2006' and the 'Childcare (Disqualification) Regulations 2009' where additional disclosure of information will be required.*