

PERSON SPECIFICATION

Post Title:	Caretaker
Grade:	NJC Scale Point 14-18 £29,540 - £31,537 FTE
Accountable to:	Headteacher and Deputy Headteacher

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications	<ul style="list-style-type: none"> • Good Numeracy and Literacy skills 	<ul style="list-style-type: none"> • Any additional qualifications pertinent to the job role • Level 2 Award in Support Work in Schools • Health & Safety qualifications
Experience and Knowledge	<ul style="list-style-type: none"> • Experience that supports maintenance of an aspect of buildings or premises • Experience that is • transferrable to the role • Knowledge and • understanding of relevant policies/codes of practice – health and safety • Ability to use a range of tools and equipment, ensuring safe handling and storage 	<ul style="list-style-type: none"> • Caretaking in a school • Building maintenance • Experience of working as part of a team • Experience of co-ordinating building projects and premises improvements
Skills and Attributes	<ul style="list-style-type: none"> • Good knowledge of health and safety regulations • Ability to work flexibly, independently and as part of a team • Basic DIY skills • Ability to plan, organise and prioritise 	<ul style="list-style-type: none"> • Ability to carry out basic building repairs, painting, decorating and grounds • Maintenance • Understanding of school roles and responsibilities

	<ul style="list-style-type: none"> • Ability to communicate effectively at all levels with internal and external personnel, contractors and suppliers • Willingness to participate in training and development 	
Personal Qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively • Able to work flexibly and out of school hours as required • Approachable professional, who responds well to and offers constructive advice 	
Physical requirements:	<ul style="list-style-type: none"> • Be reasonably fit to carry out the duties of the job • Able to carry out some manual handling and lifting • Able to carry out work at high levels using appropriate equipment 	