



PRIORY PARK INFANT SCHOOL & PRESCHOOL

Person Specification: Caretaker (with keyholder responsibilities)

The Person Specification is an important part of the application process and will be used to shortlist candidates. You will need to demonstrate in your supporting statement/application form how you meet the following criteria. The criteria will also be used during the interview process.

	Essential	Desirable
Qualifications, Knowledge, Understanding and Experience	<p>Basic Literacy and Numeracy skills to support effective processing of school stock</p> <p>Ability to organise own workload effectively and take responsibility for standard of own work</p> <p>Good communication skills</p> <p>Some experience in basic DIY and general maintenance/repair</p>	<p>Some understanding of the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health and Safety</p> <p>Has some relevant experience of working in a support/caretaking role ideally in a school setting</p> <p>Some experience of undertaking caretaking duties</p>
Skills and Personal Characteristics	<p>SKILLS</p> <p>Ability to follow instructions</p> <p>Is self-motivated and has the ability to work independently</p> <p>Shows flexibility and a desire to make a positive contribution to the continued improvement of our school.</p> <p>Excellent time management skills, including ability to prioritise and to meet deadlines</p> <p>Displays high standards and shows a sound understanding of areas of work</p> <p>Accepts responsibility for own work;</p> <p>Ensures work is completed within timescales and assists with setting high standards.</p> <p>PERSONAL CHARACTERISTICS</p> <p>Pays close attention to detail and ensures safety and security requirements are a priority at all times</p> <p>Can work under pressure and is hard working in our busy school environment. Remains resilient in difficult situations.</p> <p>Has an understanding of the necessity to maintain personal integrity and strict confidentiality at all times</p> <p>Is friendly, reliable, resourceful, organised, enthusiastic, patient, committed to the role and has a sense of humour.</p>	<p>Experience of H&S monitoring and reporting arrangements as well as safety in managing resources and materials.</p>

	<p>Trustworthy</p> <p>Able to manage physical work e.g. lifting and handling</p> <p>Able to make short term decisions on own initiative; Resolves minor issues with no or minimal assistance; Escalates difficult contacts and problems in accordance with procedures</p> <p>Works with and supports others in the workplace: shows consideration for others and is able to listen and interact in a tactful and helpful way.</p>	
Professional Values	<p>Be able to establish and maintain good professional approaches and positive working relationships within the School and Preschool communities.</p> <p>Positively and professionally promote the school's aims and values and work in the best interest of the school at all times.</p> <p>Understands the importance of safeguarding pupils at all times.</p>	
Effective Learning	Shows a willingness to undertake further training as required.	Shows commitment to learn new skills.
Working with Others	<p>Ability to communicate with colleagues, pupils, parents, visitors and outside agencies, in a positive, welcoming and professional manner which promotes a positive image of our school</p> <p>Approachable and empathetic towards colleagues, pupils, parents, visitors and outside agencies and can maintain a professional manner in challenging circumstances.</p>	Has previously worked as part of a team within a school/workplace community
Other Essential Requirements	<p>Shows willingness to undergo an Enhanced DBS check</p> <p>Adopts a flexible approach to working and flexibility to vary working hours according to needs of the school/role, including flexible overtime to cover pressure times and meet school/Preschool deadlines.</p> <p>Shows willingness to undergo a pre-employment health check to ensure appointed applicant is sufficiently fit to carry out physical aspects of the role including lifting and portage and to ensure good attendance.</p>	

Our school & Playgroup are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS clearance. The school is an equal opportunities employer and employs suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.