

| QUALIFICATIONS/ABILITIES/SKILLS                                                                                                                        | ESSENTIAL | DESIRABLE |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Previous experience in caretaking or related field                                                                                                     |           | •         |
| Knowledge and understanding of relevant policies/codes of practice in regard to health and safety                                                      | •         |           |
| Literacy skills to complete forms and orders, write instructions, understand and follow H&S and COSHH instructions                                     | •         |           |
| Excellent oral communication skills                                                                                                                    | •         |           |
| Numeracy skills to check goods, check invoices, carry out stock control, undertaken calculations, monitor and account for expenditure against a budget | •         |           |
| Able to operate cleaning equipment, machinery and tools and undertake basic maintenance                                                                | •         |           |
| Have minor maintenance skills (eg. plumbing, electrical, glazing, woodwork) to make safe.                                                              | •         |           |
| Able to drive minibuss                                                                                                                                 | •         |           |
| Understand basic administrative systems (lettings, time book, maintenance hotline, ordering)                                                           | •         |           |
| Understanding of schools and the premises in which they operate                                                                                        |           | •         |
| Ability to work independently and collaboratively as part of a team                                                                                    | •         |           |
| Value and respect the views and needs of children                                                                                                      | •         |           |
| Excellent time management and organisational skills                                                                                                    | •         |           |
| Able to carry out procedures, routines and follow instructions                                                                                         | •         |           |
| Able to supervise and train premises staff, as appropriate                                                                                             | •         |           |
| Able to take initiative and be proactive                                                                                                               | •         |           |
| Can solve straightforward problems, respond to unforeseen circumstances (eg. hazards, accidents etc)                                                   | •         |           |
| Support the Catholic ethos of the school                                                                                                               | •         |           |
| Willing to undertake appropriate training to meet the needs of the role                                                                                | •         |           |
| Commitment to safeguarding and welfare of students                                                                                                     | •         |           |

St. Raphael the Archangel CMAT is committed to the safeguarding and wellbeing of pupils and staff.