



AYLWARD PRIMARY SCHOOL



CARETAKER / PREMISES ASSISTANT PERSON SPECIFICATION

Education & Qualifications	Essential	Desirable	How Identified
Relevant Experience	Yes		Application
Relevant Qualifications e.g. certificates for COSHH, Electrical Testing, etc		Yes	Application
Further relevant educational professional qualifications		Yes	Application
Knowledge & Experience			
Has previous knowledge/experience of the Caretaker / Premises Assistant role		Yes	Application Reference
Knowledge and experience of a variety of site systems, processes and procedures	Yes		Application Reference
Has previous experience in the building trade		Yes	Application Reference
Experience of working effectively in cooperation with a wide range of internal and external partners	Yes		Application Interview Reference
Knowledge and experience of Health & Safety	Yes		Application Interview Reference
An understanding of site management issues, including the role of the Governing Body		Yes	Application Interview Reference
Skills & Abilities			
Excellent written and verbal communication	Yes		Application Interview Reference
Experience of using a computer for email, data input (e.g. completing spreadsheet records of checks or entering information on commercial software and internet research)	Yes		Application Interview Reference
Ability to carry out portage duties, which will involve lifting, and is able to work at height	Yes		Application Interview
Ability to understand and follow instructions on equipment, materials etc	Yes		Application Interview
Ability to perform minor repairs and has experience of using hand tools.	Yes		Application Interview
Ability to use initiative, solve problems and prioritise work	Yes		Application Interview Reference
Accurate and well organised approach to work	Yes		Application Interview Reference
Ability to interpret legislations and regulations pertaining to site management	Yes		Application Interview Reference
Ability to follow instructions	Yes		Application Interview Reference

Personal Qualities			
Commitment to high health and safety, maintenance and personal standards	Yes		Application Interview Reference
Respect for children, parents and their needs	Yes		Application Interview Reference
A strong commitment to Equal Opportunities	Yes		Application Interview Reference
High levels of motivation and a “can do” attitude	Yes		Application Interview Reference
Discretion at all times in the disclosure of information about the school ensuring confidentiality is maintained	Yes		Application Interview Reference
A team player	Yes		Application Interview Reference
Other requirements			
Excellent record of attendance and punctuality	Yes		Reference
Enhance DBS Check	Yes		Application
Be prepared to work a shift patten and is willing to work flexible hours within the requirements of the job	Yes		Application Interview
Be prepared to undertake occasional overtime to cover additional school events	Yes		Application Interview