



Person Specification for a Caretaker at St. Mary's Church of England Primary School

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check.

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education				D1	To have served a full apprenticeship in electrical, building, mechanical or equivalent discipline	AF/I/R
Experience & Knowledge	E1	At least 1 years practical experience in building maintenance, heating, ventilating, electrical or similar work	AF/I/R	D2	Caretaking experience at a school setting and knowledge of school policies	AF/I/R
	E2	Experience in the application of Health and Safety legislation	AF/I/R	D3	Experience of serving lettings	AF/I/R
	E3	Experience of cleaning in contract / industrial setting / environment	AF/I/R			
Skills	E4	Ability to respond to changing priorities	AF/I/R	D4	Manual Handling experience and training	AF/I/R
	E5	Ability to work on own and prioritise own work load	AF/I/R	D5	Ladder Safety training and experience	AF/I/R
	E6	Ability to communicate effectively both verbally and in writing to other school staff	AF/I/R			
Personal Attributes	E7	Flexible approach to working arrangements in line with the duties of the post	AF/I/R			



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	E8	Willingness to undertake training to advance experience and knowledge and to ensure that up to date procedures and legislation is followed	AF//R			
Special Requirements	E9	Ability to comply with the No Smoking at Work Policy and Alcohol at Work Policy	AF//R			
	E10	Capacity for independent travel in line with the duties and requirements of the post	AF//R			
	E11	Motivation to work with children	AF//R/D			
	E12	Ability to form and maintain appropriate relationships and personal boundaries with children	AF//R/D			
	E13	Suitability to work with children	AF//R/D			
	E14	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	AF//R/D			
	E15	Satisfactory DBS Check	D			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation



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I	Interview
R	References
D	DBS Check

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references