

Brill C of E School

Caretaker – Person Specification

Knowledge and Skills Criteria

- Basic DIY and maintenance skills
- Understanding of Health & Safety regulations and building compliance requirements
- General knowledge of heating and water systems
- Knowledge of security systems and fire alarms.
- Ability to prioritise workload, plan maintenance schedules and meet deadlines
- IT literacy for record keeping, communication, and compliance documentation

Essential Desirable

- ☒
- ☐
- ☒
- ☐
- ☒
- ☒

Personal Qualities Criteria

- Reliable, proactive and self-motivated with a strong sense of responsibility
- Good communication and interpersonal skills
- Commitment to teamwork
- Ability to use initiative and problem-solve effectively
- Flexibility and willingness to work additional hours if ever required

Essential Desirable

- ☒
- ☒
- ☒
- ☒
- ☐

Qualifications and Training Criteria

- Good general education, including literacy and numeracy skills
- Training in basic plumbing, electrical or joinery work
- Health and Safety Qualifications (e.g. IOSH, COSHH, Fire Safety, Manual Handling)
- Willingness to undertake further professional development as required

Essential Desirable

- ☒
- ☐
- ☐
- ☐

Experience Criteria

- Experience of maintenance role or similar
- Experience of working in a school or educational setting
- Experience supervising contractors
- Experience ordering materials, and liaising with suppliers
- Experience maintaining records, logs, and compliance documentation
- Experience of site security, fire safety and emergency procedures

Essential Desirable

- ☒
- ☐
- ☐
- ☐
- ☐
- ☐

Safeguarding Statement

Brill Church of England School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All staff are required to follow the school's Child Protection and Safeguarding Policy and report any concerns to the Designated Safeguarding Lead (DSL) or Headteacher immediately.

All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check, references, and other pre-employment checks in line with *Keeping Children Safe in Education*