



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

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		Willingness to undertake relevant training to support the role, including health and safety, safeguarding and site compliance		D1	Previous experience working as a Cleaner / Caretaker in a school or similar setting	AF/I/R
				D2	Manual handling training or experience	
				D3	Ladder safety training or experience	
				D4	Experience of supporting school lettings or events outside normal school hours	
Experience & Knowledge	E1	Experience of cleaning in a school, commercial or industrial environment, maintaining high standards of cleanliness and hygiene	AF/I/R	D2	Caretaking experience at a school setting and knowledge of school policies	AF/I/R
	E2	Practical experience of caretaking, site maintenance or general handyman duties	AF/I/R	D3	Experience of serving lettings	AF/I/R
	E3	Knowledge of health and safety procedures, including safe use of cleaning materials and equipment	AF/I/R			
Skills	E4	Ability to work independently, manage time effectively and prioritise tasks	AF/I/R	D4	Manual Handling experience and training	AF/I/R
	E5	Ability to respond flexibly to changing priorities and the day-to-day needs of the school	AF/I/R	D5	Ladder Safety training and experience	AF/I/R



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	E6	Ability to communicate effectively with school staff, contractors and visitors	AF/I/R			
Personal Attributes	E7	Takes pride in their work and demonstrates a commitment to maintaining a clean, safe and welcoming environment	AF/I/R			
	E8	Reliable, punctual and trustworthy				
	E9	Flexible approach to working hours and duties in line with the needs of the school				
	E10	Willingness to follow school policies, procedures and instructions				



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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