

**CHARTERS SCHOOL
PERSON SPECIFICATION
Associate Staff Caretaker**

	ESSENTIAL	DESIRABLE	EVIDENCE FROM
Knowledge and qualifications	<ul style="list-style-type: none"> • Basic general education – numerate and literate • Awareness of COSHH, health & safety, and safeguarding regulations 	<ul style="list-style-type: none"> • Previous experience working in a school • Clean driving licence and competence in vehicle checks (e.g., minibuses) 	Application form
Experience	<ul style="list-style-type: none"> • Previous experience in premises support, caretaking, or site assistant roles • Basic DIY and maintenance skills (e.g., minor repairs, painting) • Experience with portering and manual handling tasks • Working as part of a team and on own initiative • Responding to queries and simple problem solving 	<ul style="list-style-type: none"> • At least 1 year's caretaker experience • Practical experience of working in a school 	Application form/interview/reference
Quality of Relationships	<ul style="list-style-type: none"> • Able to relate to colleagues and students in a calm and sympathetic manner • Ability to display fairness and respect for others 		Interview/application form
Personal Style and Characteristics	<ul style="list-style-type: none"> • Able to work both independently and collaboratively as part of a team • Willingness to undertake shift-based work, including early starts or evenings • Clear communicator with a proactive, can-do attitude • Mature and professional manner • Conscientious and confidential, commitment to provide a high quality of service • Good timekeeping, attendance and flexibility • Calm and caring, including when under pressure • Sense of humour • Works well with others 		Interview/reference
Skills and Aptitude	<ul style="list-style-type: none"> • Flexible approach to working hours, including occasional evenings or weekends • Ability to conduct routine building and security checks • Good organisational skills and ability to prioritise tasks • Ability to demonstrate a methodical, organised and flexible approach to work • Work alone when required, showing good self-motivation • Deal with emergencies and problems in a positive and systematic manner • Safe working procedures with regard to chemicals, plant and machinery • Ability to meet deadlines • Able to undertake physical activities for majority of shift including lifting and bending, using ladders • Commitment to the safety and well-being of students and staff 		Interview

Charters School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.