



CARETAKER (SMALL SCHOOL) PERSON SPECIFICATION

Personal Qualities, Qualifications and Experience		Essential	Desirable
Qualifications and Training			
1	Previous experience of cleaning and building maintenance.	😊	
2	Enhanced DBS Check (completed on application).	😊	
3	Previous experience of working in a security/keyholder role.		😊
4	Risk assessment experience/qualification.		😊
Skills and Abilities			
5	Excellent verbal communication and interpersonal skills.	😊	
6	Competent at basic building repairs, maintenance and DIY tasks.	😊	
7	Specialist skills in a trade such as carpentry, plumbing.		😊
8	The ability to operate and understand electrical/mechanical systems.	😊	
9	Competent level of English and Maths.	😊	
10	Ability to work independently, demonstrating initiative and proactivity.	😊	
11	Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests.	😊	
12	Ability to work in a tidy, organised and methodical manner, plan works and problem solve.	😊	
13	Competent user of IT (internet, email).	😊	
14	Receptive to new ideas, approaches and challenges.	😊	
15	Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post.	😊	
16	Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school.	😊	
17	Ability to adhere to the school's policies and procedures including Child Protection and Safeguarding, Staff Behaviour policy (Code of Conduct), Confidentiality policy and all Health and Safety policies.	😊	

Personal Qualities, Qualifications and Experience		Essential	Desirable
Knowledge and Understanding			
18	A basic understanding of Health and Safety regulations to ensure that all duties are carried out safely.	😊	
19	Understanding of COSHH, manual handling and ladder safety.	😊	
20	Knowledge and understanding of risk assessment.		😊
21	Understanding of needs of children in a school environment.	😊	
General			
22	Willingness to attend relevant training such as manual handling, health and safety, Legionella water testing.	😊	
23	Willingness to contribute to the wider life of the school.		😊
24	Willingness to service lettings agreed in advance.	😊	
25	Committed to own continuing professional development.	😊	
26	Good timekeeping.	😊	
27	Loyal, reliable, trustworthy and honest.	😊	
28	Committed to equality.	😊	
29	Brings personal interests and enthusiasm to the school community.		😊
30	Has high expectations and personal integrity with the ability to promote and sustain the values and ethos of the school.	😊	
31	Is articulate and approachable with excellent interpersonal communication skills verbally with adults and children.	😊	

Play. Make their day. Choose your attitude. Be there.