

BLAKEDOWN C. E. PRIMARY SCHOOL

Person Specification for Caretaker

Criteria	Essential	Desirable	Method of Assessment
Experience	<ul style="list-style-type: none"> ▪ Good practical maintenance and DIY skills. ▪ Good awareness of health and safety procedures. 	<ul style="list-style-type: none"> ▪ Previous caretaking, maintenance or site management experience. ▪ Knowledge of school premises procedures. ▪ Basic understanding of COSHH and health & safety regulations. ▪ Experience of carrying out statutory premises checks. 	Application form, interview and references.
Skills	<ul style="list-style-type: none"> ▪ Ability to liaise with other member of staff in a professional manner. ▪ Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload. ▪ Ability to maintain accurate records. ▪ Ability to communicate effectively with staff and contractors. ▪ Ability to adhere to working procedures and policies within the school environment. ▪ Ability to work under pressure. ▪ Ability to relate to pupils and staff. ▪ Ability to deal with problems in a positive and systematic manner. 		Application form, interview and references. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children.
Personal Qualities	<ul style="list-style-type: none"> ▪ A willingness to work with young people and adults. ▪ Commitment to safeguarding and promoting the welfare of children. ▪ Ability to use judgement and common sense. ▪ Approachable. ▪ Ability to prioritise, work independently and use initiative. ▪ High standards. ▪ Commitment. 		Application form, interview and references.

	<ul style="list-style-type: none"> ▪ Reliable and trustworthy. ▪ Flexible approach to work. ▪ Honest. ▪ Professionalism. ▪ A sense of humour, warmth, energy, stamina and resilience. ▪ Ability to take responsibility for dealing with incidents as soon as they occur. ▪ Willingness to reflect upon his/her experiences in a critical and constructive manner. 		
Education & Qualifications	<ul style="list-style-type: none"> ▪ Willingness to undertake further professional development. 	Evidence of professional development related to the role.	Application form and certificates.

The school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.