



Charles Kingsley's CE Primary School

Person Specification: Caretaker

AREA	ESSENTIAL	DESIRABLE	EVIDENCE
EXPERIENCE	<ul style="list-style-type: none"> Maintenance / DIY Skills Following Health & Safety guidelines. 	<ul style="list-style-type: none"> DIY and maintenance skills. Worked within an educational environment. Use of Cleaning and Maintenance Equipment. Previous experience in the Maintenance of buildings & Equipment. 	<ul style="list-style-type: none"> Application Form Reference Interview
QUALIFICATIONS		<ul style="list-style-type: none"> Health and Safety, COSHH, Ladders and manual handling training. Have some gardening and / or grounds maintenance skills. 	<ul style="list-style-type: none"> Application Form Reference Interview
PROFESSIONAL KNOWLEDGE, UNDERSTANDING AND SKILLS	<ul style="list-style-type: none"> An understanding of Health & Safety regulations and procedures. Use practical skills to improve the site and buildings – undertake a range of handyperson duties as directed by the Headteacher and School Business Manager to contribute to the maintenance of the school premises and its furnishings. E.g. Remedial painting and decorating (within the height restrictions), repairs to fittings and small-scale improvements, fitting of shelves, noticeboards etc. Ability to work alone, showing good self-motivation. Deal with emergencies and problems in a positive and systematic manner. Manage resources. Understand the structure and operation of the 	<ul style="list-style-type: none"> Use basic power tools and other equipment to make repairs and improvements. Anticipate and reduce risk where possible, make suggestions for improvements etc. Devise a suitable record-keeping system for monitoring stock levels. Develop more efficient and cost-effective ways of working. Communicate effectively (both orally and in writing to a reasonable standard). Specific premises issues: security, Health & Safety, heating systems, 	<ul style="list-style-type: none"> Application Form Reference Interview

AREA	ESSENTIAL	DESIRABLE	EVIDENCE
	school. • Safe working procedures with regards to chemicals, plant and machinery. • Flexible with working hours and well organised. • To have the willingness to attend relevant training as and when required.	lighting, building construction, COSHH regulations.	
SPECIFIC KNOWLEDGE, UNDERSTANDING AND SKILLS /	<ul style="list-style-type: none"> Know the basic principles of site management. The importance of Health and Safety. Good understanding of disposal procedures. Aware of the varied roles of all staff in the educational setting. 	<ul style="list-style-type: none"> Eager to accept responsibility. Willingness to take on new challenges. Good basic IT Skills Techniques for the repair of damaged or defective equipment or resources. Able to carry out premises' inspections and high-level risk assessments. 	<ul style="list-style-type: none"> Application Form Interview
PROFESSIONAL VALUES	<ul style="list-style-type: none"> High expectations of self Commitment to the personal welfare and safeguarding of children by having the ability to maintain the site correctly. Conducting yourself professionally 		<ul style="list-style-type: none"> Application Form Interview
PERSONAL QUALITIES	<ul style="list-style-type: none"> Display warmth, care and sensitivity in dealing with children and other stakeholders. Open minded, self evaluative and adaptable to changing circumstances and new ideas. Able to enthuse and reflect on experience. To listen and reflect on advice given. Willingness to be involved in the wider life of the school. Organised. Ability to work flexibly. Be aware of confidentiality at all times. Ability to prioritise' Good oral and written interpersonal/communication skills Self-motivated learner Good sense of humour Able to deal with sensitive situations. Works well with others & as part of a team. 	<ul style="list-style-type: none"> Brings personal interests and enthusiasms to the school community 	<ul style="list-style-type: none"> Application Form Interview Reference