



Our Lady Star of the Sea Catholic Primary School, Horden

Person Specification – Caretaker

Grade 2 Point 3 - Point 4

Criteria	Essential	Desirable	How identified A -Application R - References I - Interview
Education / Training	• Good basic literacy and numeracy skills • Knowledge of health & safety legislation relating to the role • Willingness to attend and complete courses relating to cleaning, caretaking and health and safety.	• H&S qualification • Asbestos Awareness • First Aid qualification (or willingness to undertake)	A, I
Experience	• Knowledge of Health and Safety • Experience of undertaking minor repairs and building maintenance in any setting	• Experience of cleaning and caretaking duties • Knowledge of the duties of a caretaker in a school • Knowledge and interest in general DIY • Experience of carrying out risk assessments • Knowledge of COSHH, Asbestos & Legionella regulations	A, R, I
Skills and Abilities	• Competent DIY skills and ability to undertake general building and site maintenance and carry out minor repairs • Ability to organise, prioritise and complete tasks effectively • Ability to work alone as well as part of the whole school team • Ability to follow instructions and use equipment safely • Punctual and reliable • Able to use own initiative to solve problems • Ability to follow instructions and achieve objectives within given deadlines • Ability to carry out health and safety checks and maintain log books/records • Ability to communicate effectively with pupils, parents, staff and members of the general public • Ability to use computer systems for communication/ recording and training purposes	• Knowledge of heating and security systems • Ability to supervise staff and manage workload • Familiar with EVERY compliance system	A, R, I

Personal Qualities	• Resilient, tactful and diplomatic even when under pressure • Ability to work flexibly and proactively, collaborative in approach • Trustworthy, reliable and hardworking • A proactive approach to work • Driving licence	Willingness to be involved in the whole life of the school	A, R, I
Circumstances	• Enhanced clearance from the Disclosure and Barring Service • A willingness to work unsocial hours • A current full UK driving licence (held for a minimum of 2 years) • A commitment to Health and Safety principles		Enhanced DBS check Full UK Driving Licence