

ST ANN'S R C PRIMARY SCHOOL
PERSON SPECIFICATION

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW** you have to be considered for the job. You **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work

Method of assessment (* M.O.A.) **A** = Application form **I** = Interview

Criteria	Essential/ Desirable	*M.O.A.
Qualification and Experience		
Good general level of secondary education, with good literacy and numeracy skills.	E	AI
Full clean driving licence.	D	A
First Aid qualification	D	A
Skills and Knowledge		
Practical skills with an ability to carry out caretaking duties including cleaning, manual handling, security patrols and minor repair work– good DIY skills.	E	AI
Basic knowledge of heating, plumbing and electrical systems	D	AI
Basic knowledge of Health & Safety, fire safety and hygiene procedures and precautions	E	AI
Willingness to gain awareness of COSHH, asbestos and legionella regulations, applying knowledge gained as appropriate	E	AI
Knowledge of moving and handling procedures and working at height with an ability to carry out tasks in line with Health and Safety procedures	E	AI
Basic ICT Skills and willingness to develop knowledge of use of ICT and other specialist equipment/resources	E	AI
Ability to keep clear and effective records eg. cleaning materials, maintenance schedules, Health and Safety records.	E	AI
Supervisory skills and the ability to manage external relationships with contractors	E	AI
Able to be proactive in the role, able to work independently with minimal supervision	E	AI

Able to work as a member of a team.	E	AI
Knowledge about the security of premises and ability to be a key holder for the school	E	AI
Knowledge of and experience of cleaning.	D	AI
An ability to undertake all the physical aspects of the job and to use relevant equipment safely	E	AI
Additional Factors /Personal Qualities		
Commitment to the protection and safeguarding of children and young people including a full DBS check and ongoing training	E	AI
Tact and diplomacy in all interpersonal relationships - proven ability to relate well, and be polite and courteous, to staff, parents, pupils and visitors.	E	AI
Self-motivation and personal drive to complete tasks to required timescales and quality standards	E	AI
The willingness and flexibility to adapt to changing workload demands and new organisational challenges	E	AI
Personal commitment to continuous self development	E	AI
Personal commitment to continuous service improvement	E	AI

St. Ann's R C Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.