



Person Specification

SCHOOL	All Saints RC Primary School
JOB TITLE	School Caretaker
GRADE	Grade 4

Knowledge

- 1.1 An understanding of the main Health & Safety Regulations, including COSHH and risk assessment, and how they apply in a school environment

Experience

- 2.1 Experience of cleaning/security within an educational/community education environment
- 2.2 Experience of carrying out building maintenance work, within the reasonable capacity of a normal handyperson
- 2.3 Experience of keeping work records
- 2.4 Experience of working alone when required, showing good self-motivation.

Skills & Abilities

- 3.1 Ability to undertake a range of caretaking and cleaning duties
- 3.2 Ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date
- 3.3 Ability to act on own initiative, dealing with any unexpected problems that arise
- 3.4 Ability to demonstrate good inter-personal skills to communicate with a range of people
- 3.5 Ability to provide high quality supervision, training and support to Assistant Caretaker and/or cleaning staff
- 3.6 Ability to inspect and record the work of others
- 3.7 Ability to work effectively and supportively as a member of the school team

Personal Qualities

- 4.1 Willingness to participate in further training and development opportunities offered by the school, to further knowledge
- 4.2 Willingness to maintain confidentiality on all school matters

Special Circumstances

- 5.1 The postholder will be required to act as the key holder and therefore the post requires a willingness to attend call outs during unsocial hours. An ability to attend a call within a reasonable time scale is essential.