

Person Specification SCHOOL CARETAKER	Essential / Desirable	Assessment stage
Qualifications		
Numeracy and literacy skills with an ability to keep accurate records.	Essential	Application
Current, valid Driving License	Desirable	Application, Interview
Knowledge and Experience		
Practical skills with an ability to carry out caretaking duties including cleaning, manual handling, security patrols, repair work, preventative maintenance and grounds maintenance	Essential	Application, Interview
Knowledge of Health & Safety and hygiene procedures and precautions	Essential	Application, Interview
Willingness to gain awareness of COSHH regulations, applying knowledge gained as appropriate	Essential	Interview
Knowledge of moving and handling procedures and an ability to carry out tasks regarding Health and Safety procedures	Essential	Interview
Willingness to develop knowledge of use of ICT and other specialist equipment/resources	Desirable	Interview
Ability to relate well to children and adults within a school environment	Essential	Application, Interview
Supervisory skills and the ability to manage external relationships with contractors	Desirable	Interview
An ability to undertake all the physical aspects of the job and to use relevant equipment	Essential	Application, Interview
Command of spoken English sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience	Essential	Application
Behaviours and Values		
Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values, and objectives of the organisation	Essential	Application/interview
Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection	Essential	Application/interview
Demonstrate a commitment to maintaining and developing professional knowledge and skills	Essential	Application/interview
Tact and diplomacy in interpersonal relationships with all stakeholders	Essential	Application/interview
To be flexible and able to adapt and prioritise appropriately	Essential	Application/interview
Effective staff motivation and development, including establishment of a positive performance management culture	Essential	Application/interview

Review and Amendment:

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.