

Job title	Grade	School	Location
Caretaker	1B SCP 4	St. Mark's CE Primary School	Premises

Note to manager

In completing this form you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criterions are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

Note to applicants

Whilst all criterions below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

(*See grid overleaf)

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Displays commitment to the protection and safeguarding of children and young people.	A/I
2.	To act as a key holder for the site.	A/I
3.	Ability to undertake minor alterations and repairs and cleaning tasks.	A/I
4.	Knowledge about the security of premises.	A/I
5.	Good basic DIY skills.	A/I
6.	A basic understanding of Health and Safety issues related to school.	A/I
7.	Conscientious with the ability to work on own initiative, unsupervised and in a pro-active manner along with the ability to work as a member of a team.	A/I
8.	Good verbal communication skills and the ability to liaise with contractors, agencies, security personnel, staff and pupils.	A/I
9.	Willingness to work flexibly to meet the needs of the school, including working a weekday split and occasional early evening work.	A/I
10.	Willingness to undertake training.	A/I

Desirable criteria	Skills, knowledge, experience etc.	* M.O.A.
1.	Has up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.	A/I/C
2.	Has some gardening or grounds maintenance skills	A/I/C
3.	Has some decorating or minor plumbing experience	A/I/C
4.	Health and Safety, COSHH, ladders and manual handling training	A/I/C

Completed by	Date	Approved by	Date
L Mansfield	17/09/2026	L Mansfield	17/09/2026

Method of assessment (* M.O.A.)

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation, **T** = Test, **AC** = Assessment centre