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**Delves Lane Primary School**

**Person Specification - Caretaker**

**Role:** To be responsible for the maintenance and security of school premises and site, ensuring a safe environment.

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| **Category** | **Essential** | **Desirable** | **Evidence** |
| **APPLICATION**  | * Fully supported in reference.
 |  | Application Form References  |
| **QUALIFICATIONS** | * Possesses sufficient Literacy and Numeracy skills to be able to carry out role effectively.
* Willingness to participate in training relevant to the post.
 | * Time served tradesperson, e.g. plumber, joiner
* Experience of working in a similar role in a school or educational establishment.
 | Application Form ReferencesCertificates |
| **EXPERIENCE** | * Ability to carry out repairs and maintenance tasks (not requiring a qualified craftsperson) competently and within a reasonable time.
* Ability to use tools competently and safely.
* Ability to work unsupervised showing initiative and strong time management.
* Willingness on occasions to clean designated areas competently and to a high standard.
* Possess the social skills necessary to communicate effectively and politely with colleagues and visitors.
 | * Experience of working in a school environment
* Experience of caretaking
* Knowledge of undertaking Risk Assessments.
 | Application Form References Interview  |
| **SKILLS AND KNOWLEDGE** | * Ability on occasions to clean and maintain a high standard of cleanliness throughout the school.
* Able to carry out painting, decorating and repairs.
* Ability to construct resources for children’s play
* Ability to work by yourself, but also experience of working within a team.
* Good organisational and time management skills.
* Good basic Literacy and Numeracy skills.
 | * Knowledge of current Health and Safety policies and procedures – including Risk and COSHH Assessments.
* Competent DIY Skills
* Able to recognise when areas of school/grounds require improvement and inform line manager.
 | Application Form ReferenceInterview  |
| **PERSONAL QUALITIES**  | * Enthusiastic, committed, hardworking and self-motivated.
* Trustworthy and reliable.
* Friendly disposition
* Ability to get on well with people of all ages.
* Good role model for staff and pupils.
* Flexible enough in attitude to be able to deal positively with the unexpected challenges and changes to routine that are, from time to time, an inevitable part of school life.
* Able to work in adverse weather conditions
* Someone who is able to travel to the site in adverse weather conditions
 |  | Application Form ReferenceInterview  |

In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

* Motivation to work with children and young people;
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
* Emotional resilience in working with challenging behaviours;
* Attitudes to use of authority and maintaining discipline;