


<p><b>Garswood Primary School</b></p>  <p><b>Person Specification</b></p> <p><b>Post: CARETAKER</b></p>	<p><b>PLEASE DENOTE</b>  <b>E = Essential</b>  <b>D = Desirable</b></p>	<p><b>Where Measured</b></p>
<p><b><u>Knowledge</u></b>            Knowledge of basic Health &amp; Safety Procedures and hazards            Knowledge of the risk assessment process</p>	<p>E E</p>	<p>Application Form / Interview            Interview/Task</p>
<p><b><u>Skills</u></b>            Basic DIY Skills            Ability to organise and prioritise workload for self and others            Ability to communicate with staff/public at all levels            Ability to undertake routine paperwork            Ability to motivate staff to work as a team            Ability to clean to an excellent standard            Ability to maintain the grounds            Ability to respond quickly and implement emergency procedures</p>	<p>E E E E E E E E</p>	<p>Application Form            Interview            Interview/ References            Application Form / Interview            Interview            Application Form/reference            Application Form            Application Form/Task</p>
<p><b><u>Experience</u></b>            Experience of the Cleaning Industry            Experience of working in an environment with children</p>	<p>D D</p>	<p>Application Form            Application Form</p>
<p><b><u>Qualifications</u></b>            BIC's Level 1 &amp; 2 or NVQ Level 1 &amp; 2 in cleaning</p>	<p>D</p>	<p>Application Form</p>
<p><b><u>Qualities</u></b>            Enthusiastic and friendly            Organised and tidy            Self motivated            Flexible and keen to impact on ensuring the smooth running of the school            Efficient            Professional            Honest and trustworthy</p>	<p>E E E E E E E</p>	<p>Interview/References            Application form/Interview/References            Application Form/Interview/References            Interview/Reference            Interview/Reference            Interview/Reference            Application Form/reference</p>

<p><b><u>Other Circumstances</u></b>          Must be able to work as part of a team in a very busy environment          Able to adapt and work in accordance with the lone worker policy          Must be able to maintain paperwork in an organised systems          Committed to ongoing professional development</p>	<p>E E E E</p>	<p>Application Form/References          Interview          Application Form / Interview/task          Application Form / Interview</p>
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