



Rectory CE Primary School , Nursery Unit, ASD &MLD Resource Provision

Person Specification

Post: CARETAKER

PLEASE DENOTE

E = Essential

D = Desirable

Where Measured

Knowledge

Knowledge of basic Health & Safety Procedures and hazards
Knowledge of the risk assessment process

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Application Form / Interview
Interview/Task

Skills

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

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Application Form
Interview
Interview/ References
Application Form / Interview
Interview
Application Form/reference
Application Form
Application Form/Task

Experience

Experience of the Cleaning Industry
Experience of working in an environment with children

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Application Form
Application Form

Qualifications

BIC's Level 1 & 2 or NVQ Level 1 & 2 in cleaning

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Application Form

Qualities

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

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Interview/References
Application form/Interview/References
Application Form/Interview/References
Interview/Reference
Interview/Reference
Interview/Reference
Application Form/reference

Other Circumstances

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

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Application Form/References

Must be able to maintain paperwork in an organised systems Committed to ongoing professional development Must hold full and current Driving Licence	E E D	Interview Application Form / Interview/task Application Form / Interview Application Form
<u>An ability to fulfil all spoken aspects of the role with confidence through the medium of English</u>	E	Interview