


<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>

<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 Must hold full and current Driving Licence	E E E E D	Application Form/References Interview Application Form / Interview/task Application Form / Interview Application Form
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