

## CARETAKER – PERSON SPECIFICATION

**SALARY: Grade C1/C2 All Year Round - Actual Salary £26,824 - £29,064**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>KNOWLEDGE AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of general building maintenance and cleaning work</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in a premises or security role as a keyholder.</li> <li>• Experience of working within an educational environment</li> </ul>
<b>SKILLS/ABILITIES</b>	<ul style="list-style-type: none"> <li>• To carry out routine building maintenance tasks e.g. good DIY skills</li> <li>• To work independently using initiative</li> <li>• To work effectively as part of a team</li> <li>• To meet tight deadlines and work well under pressure</li> <li>• To perform physically strenuous tasks such as manual handling duties including lifting and moving equipment and materials. Applicants should be able to carry out these tasks safely. The school is committed to making reasonable adjustments for applicants where appropriate.</li> <li>• To deal with emergency situations</li> <li>• To relate effectively to children and adults from a wide variety of social and ethnic backgrounds</li> <li>• Basic IT skills including using email.</li> </ul>	<ul style="list-style-type: none"> <li>• Use of Microsoft Word, Excel, site management related software</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Good standard of English and Maths</li> <li>• Commitment to undertake a relevant qualification(s), (if not already qualified), paid for and arranged by the school</li> </ul>	<ul style="list-style-type: none"> <li>• A first aid qualification</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Flexible working attitude</li> <li>• Team player</li> <li>• Optimistic and positive attitude</li> <li>• Discretion when handling sensitive/confidential information; awareness of Data Protection issues</li> <li>• Aptitude for problem solving</li> <li>• Commitment to contributing</li> </ul>	

	positively to the team and the school	
	<ul style="list-style-type: none"><li>• Commitment to safeguarding and promoting the welfare of children and young people</li></ul>	

Bartley Green School is committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers must share its commitment. Rehabilitation of offenders: This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide. The successful applicant will require an enhanced disclosure from the Disclosure and Barring Service. An online search will also be carried out as part of due diligence on all short-listed candidates.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role

Bartley Green School positively welcomes applications from everyone and values diversity in our workforce