

## Queen's Drive Infant School - Caretaker / Handy person

### Job specification

<b>Qualification</b>	
<b>Essential</b> -GCSE English or equivalent	<b>Desirable</b> -NVQ1 or similar in a related area
<b>Essential</b> -GCSE Maths or equivalent or Completion of basic skills assessment during recruitment process	<b>Desirable</b> -Evidence of further related learning
<b>Experience</b>	
<b>Essential</b> -General maintenance experience	<b>Desirable</b> -Working in a school setting
	<b>Desirable</b> -Experience of working with Risk Assessments
<b>Skills and knowledge</b>	
<b>Essential</b> -Painting / Decorating	<b>Desirable</b> -Understanding of COSH
<b>Essential</b> -Understanding of basic Health & Safety in relation to maintenance	<b>Desirable</b> -Trip Hazards etc.
<b>Essential</b> -Ability to work flexibly, independently and as part of a team	<b>Desirable</b> -Excel / word
<b>Essential</b> -General buildings maintenance	<b>Desirable</b> -Ladder training
<b>Essential</b> -ICT literate – email	<b>Desirable</b> -Manual Handling training
<b>Essential</b> -Knowledge of recycling / waste	
<b>Essential</b> -Be able to communicate with a range of people including children	
<b>Personal qualities</b>	
<b>Essential</b> -Commitment to acting with integrity, honesty, loyalty and fairness to safeguarding the assets, financial probity and reputation of the school	

<b>Essential</b> -Commitment to promoting the ethos of and values of the school and getting best outcomes for all pupils	
<b>Essential</b> -Ability to work under pressure, manage time and work and prioritise effectively in a busy environment	
<b>Essential</b> -Discretion : recognise and respect confidentiality	
<b>Essential</b> -Commitment to safeguarding and equality	
<b>Essential</b> -Show initiative by completing tasks without being directed	
<b>Essential</b> -Willingness to ask for support when needed	
<b>Essential</b> -Ability to follow both verbal and written instructions	
<b>Essential</b> -A commitment to working as a team	
<b>Essential</b> -Able to work flexibly and out of school hours as required	
<b>Essential</b> -Friendly and approachable, open and honest	
<b>Physical requirements</b>	
<b>Essential</b> -Be reasonably fit to carry out duties of the job	
<b>Essential</b> -Able to carry out some manual handling and lifting	
<b>Essential</b> -Able to carry out work at high levels using appropriate equipment	