



## PERSON SPECIFICATION Caretaker for Evening / Weekends

A Person Specification defines the required qualifications, knowledge, skills, and qualities of the staff sought by Minster Trust for Education (MITRE) Trustees in the recruitment and selection process – these are referred to as essential in the table below.

All members of staff employed by the Minster Trust for Education support and promote the school's aims:

1. To create an atmosphere of caring and purpose derived from commitment to moral and religious principles;
2. To engender a lifelong love of learning;
3. To encourage each child to strive for his or her best in intellectual, physical and spiritual growth;
4. To help each child to develop relationships with others which are founded on mutual respect and the pursuit of lasting happiness;
5. To encourage and develop leadership and active citizenship within the school and wider community which fosters a sense of dignity, vocation and purpose for every individual;
6. To develop and maintain excellence in teaching and learning.

*Note: when completing your application form please have regard to how each of the **essential** elements of the person specification will be assessed (refer to evidence key at the end of this document). In particular, please ensure that you provide **written** evidence of how you meet the specification for those noted as **W**.*

## Attributes & Requirements

	<b>Essential</b>	<b>Desirable</b>
<b>Education &amp; Training</b>	<ul style="list-style-type: none"><li>• Evidence of a sound level of general education (W).</li><li>• Computer skills sufficient to perform the role (W, I).</li><li>• Willingness to undertake training relevant to the post (I)</li></ul>	<ul style="list-style-type: none"><li>• Full Driving Licence (D)</li><li>• Educated to GCSE standard (D)</li></ul>
<b>Experience and Skills</b>	<ul style="list-style-type: none"><li>• A positive and resourceful approach to problem solving (I)</li><li>• Ability to prioritise tasks, manage time effectively and meet deadlines (I)</li><li>• Health and Safety awareness (I)</li><li>• Able to lift, carry and move objects around safely (W, I)</li></ul>	<ul style="list-style-type: none"><li>• Previous experience in an area relating to caretaking or letting premises (W, I)</li><li>• Premises security and the ability to make secure emergency repairs (W, I)</li><li>• Experience of working in an education environment (W, I)</li></ul>



	<ul style="list-style-type: none"><li>• Ability to keep detailed records to ensure smooth handover with colleagues (W, I)</li><li>• Willingness to undertake First Aid at Work training (W, I)</li><li>• Good interpersonal and communication skills to work effectively with others (W, I)</li><li>• To understand customer needs and provide a high standard of customer service (W, I)</li><li>• Ability to work on own initiative and within an extended team (W, I)</li><li>• Able to work additional hours and outside of normal working hours (I)</li><li>• Flexible approach to working to cover for sickness, holidays, poor weather and busy periods (I)</li></ul>	
<b>Other Conditions</b>	<ul style="list-style-type: none"><li>• Able to fulfil all aspects of the job description. (I)</li><li>• Set a good example of professional standards and abide by our Code of Conduct. (I)</li><li>• Must satisfy relevant pre-employment checks. (D)</li></ul> <p>This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced DBS check. (D)</p>	
<b>Equal Opportunities &amp; Safeguarding</b>	<ul style="list-style-type: none"><li>• Commitment to equal opportunities. (I)</li><li>• Commitment to safeguarding students with full adherence to child protection and safeguarding policy and staff codes of conduct. (I)</li></ul> <p>Must be able to recognise discrimination in its many forms and be willing to put equality policies into practice. (I)</p>	

Evidence key: Written Application (W), Documentary evidence (D), Interview/assessment (I)

Note: Where the requirements are 'Essential' and marked as evidenced by your written application (W) – if your written application does not state how you meet the essential criteria, you will not be shortlisted.

March 2023