



ST EDMUND'S CATHOLIC SCHOOL



PERSON SPECIFICATION

Caretaker – Band 4

	Essential	Desirable
Qualifications and Experience:	<ul style="list-style-type: none">Working knowledge of Health and Safety Regulations including COSHH.Basic building repairs and maintenance.To be able to use small industrial, electrical and mechanical equipment.	<ul style="list-style-type: none">GCSE (or equivalent) Maths and EnglishExperience or skills in a trade.The ability to understand and apply regulations such as health & safety, manual handling, COSHH, Legionella etc.The ability to operate and understand electrical/mechanical systems.Risk Assessment experience/qualification.
Ability, Skills and Knowledge:	<ul style="list-style-type: none">Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post.Good communication skills.Ability to manage own time effectively and demonstrate initiative including establishing priorities.Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests.Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school.Ability to adapt to changing and conflicting demands.Good interpersonal skills and the ability to enthuse and motivate others.Ability to be flexible and work as part of a team or individually as required.Ability to demonstrate an understanding of children.Ability to adhere to the school's policies and procedures.Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely.Must hold a full Driver's licence.	<ul style="list-style-type: none">Good numeracy, literacy and ICT skills.Ability to remain calm under pressure.Willingness to undertake training in relevant skills.Good planning and organisational skills and a flexible approach to the management of work.