

# St. Joseph's Catholic Primary School, Devizes



## Caretaker

### Person specification

CRITERIA	QUALITIES
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>➤ Desirable: health and safety, first aid, fire safety</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>➤ Caretaking</li> <li>➤ Building maintenance and repairs</li> <li>➤ Compliance checks including play equipment safety</li> <li>➤ Security, including alarm systems</li> <li>➤ Cleaning work</li> <li>➤ Some DIY including painting and decorating</li> <li>➤ Working in a team</li> <li>➤ Working with contractors</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>➤ Good knowledge of health and safety regulations</li> <li>➤ Ability to work flexibly, independently and as part of a team</li> <li>➤ Basic DIY skills</li> <li>➤ Ability to plan, organise and prioritise</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> <li>➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>➤ Ability to work under pressure and prioritise effectively</li> <li>➤ Commitment to maintaining confidentiality at all times</li> <li>➤ Commitment to safeguarding and equality</li> <li>➤ Embraces change well</li> <li>➤ Deals with difficult situations effectively</li> <li>➤ Able to work flexibly and out of school hours as required</li> </ul>
<b>Physical requirements</b>	<ul style="list-style-type: none"> <li>➤ Be reasonably fit to carry out the duties of the job</li> <li>➤ Able to carry out some manual handling and lifting</li> <li>➤ Able to carry out work at high levels using appropriate equipment</li> </ul>

#### Notes:

This job description may be amended at any time in consultation with the postholder.

If you don't have all of the experience listed above but are interested in applying, contact **Emma Otway**, School Business Manager on 01380 723084 or [bursar@stjosdevizes.wilts.sch.uk](mailto:bursar@stjosdevizes.wilts.sch.uk)

Last review date: **February 2025**

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_