



## Melbourn Primary School: Making learning Irresistable

Melbourn Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

An enhanced DBS check is required for this post.

Please note: we will use the person specification to shortlist and interview for this post. Please make sure that your application shows how you meet these criteria.

### PERSON SPECIFICATION

#### CARETAKER

Key Criteria	Essential	Desirable
<b>QUALIFICATIONS &amp; EXPERIENCE</b>		
<b>Education</b>	<ul style="list-style-type: none"> <li>Skills and/or experience in one or more of the following: plumbing, general and grounds maintenance, electrical/building maintenance, heating systems.</li> <li>Literate and numerate.</li> </ul>	<ul style="list-style-type: none"> <li>Good standard of education – GCSE's including English &amp; Maths</li> <li>Recognised qualifications in relevant areas, time served in building trade or apprenticeship or other relevant experience.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of undertaking responsibility for the care and maintenance of premises including cleaning.</li> <li>Considerable DIY experience.</li> <li>Experience working as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school environment.</li> <li>Experience in the building industry.</li> <li>Experience of using specialist equipment (e.g. scaffold, ladders, floor polishing machine etc)</li> <li>Previous key holder responsibilities.</li> </ul>
<b>PROFESSIONAL KNOWLEDGE</b>		
<b>Premises and Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>Knowledge of Health &amp; Safety and hygiene regulations relevant to the post.</li> <li>An understanding of and a commitment to safeguarding and promoting the welfare of children.</li> <li>An understanding of plumbing and electrical work.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the organisation, administration, aims and objectives of the school.</li> <li>Knowledge of the operation of heating, ventilation systems and common causes of malfunctions.</li> <li>Knowledge of maintenance and security systems and procedures.</li> <li>Awareness of COSHH regulations.</li> </ul>
<b>PROFESSIONAL SKILLS</b>		
<b>Role</b>	<ul style="list-style-type: none"> <li>Ability to undertake heavy lifting and other strenuous tasks, requiring an appropriate level of physical fitness.</li> </ul>	<ul style="list-style-type: none"> <li>Organisational skills to facilitate lettings.</li> </ul>



	<ul style="list-style-type: none"> <li>• Skills in carpentry/ joinery or painting to competent DIY standard.</li> <li>• Ability to work evenings and weekends on an adhoc basis and to deal with occasional emergencies outside of normal working hours.</li> <li>• Ability to listen to stakeholders and understand their needs.</li> </ul>	
<b>PROFESSIONAL ATTRIBUTES</b>		
<b>Relationships</b>	<ul style="list-style-type: none"> <li>• Ability and willingness to work collaboratively and supportively within the school team.</li> <li>• Ability to choose the right kind of vocabulary for the situation in hand.</li> <li>• Able to inspire confidence and respect amongst colleagues and the school community.</li> <li>• Ability to communicate and liaise effectively with persons at all levels including contractors.</li> </ul>	<ul style="list-style-type: none"> <li>• Builds effective and professional working relationships with staff, parent, Governors and the wider community.</li> </ul>
<b>Attitude</b>	<ul style="list-style-type: none"> <li>• Desire and willingness to learn new skills, and respond positively to advice and guidance.</li> <li>• Consistently reflect the highest levels of professionalism as a role model at all times and demonstrate the school's aims and values at all times.</li> <li>• Ability to prioritise and organise own tasks with minimum supervision and to work to agreed targets.</li> <li>• Ability to respond calmly to emergencies.</li> <li>• Ability to have patience and understanding while working in a complex and challenging working environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Is committed to their own professional development.</li> </ul>