

Person Specification – School Caretaker

E = Essential Criteria, D = Desirable Criteria

Qualifications	We are predominantly looking for experience. A workable knowledge of email and a reasonable level of written communication is also needed.	E
	A driving licence for at least 2 years and willing to undertake minibus driving assessment upon appointment	E
	Knowledge of Health & Safety policies and procedures	D
Experience	Successful experience of working on own initiative and taking responsibility for completing tasks	E
	Successful experience of carrying out minor repairs	E
	Successful experience of working in a school environment	D
	Successful experience of managing a range of priorities & prioritising effectively	E
	Successful experience of working in a similar role	D
	Experience of cleaning and basic building maintenance	D
	Hands on experience of at least two of the following areas: plumbing, decorating, carpentry, basic electrics.	E
	Evidence of trade certification such as carpentry, plumbing or basic electrical	D
	Interest in basic DIY skills	E



Knowledge, Skills and Personal Qualities	Well organised, reliable, punctual and trustworthy	E
	Hard working, self-motivated, ability to meet deadlines	E
	Physically fit and able to carry out the physical aspects of the role	E
	A willingness to help others, provide good service and be a key part of a team	E
	Ability to use access equipment to work at height	E
	Ability to work under pressure and remain calm. Able to be flexible when priorities change	E
	Ability to communicate effectively and professionally. Good reading and writing skills	E
	Ability to count and undertake general mathematical calculations	E
	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges	E
	Basic IT skills Knowledge of security, heating plant and other building systems	E
	Ability to work independently	E
	Commitment to staff welfare, including being understanding, supportive and able to maintain confidentiality	E
	Commitment to equal opportunities and the equal value of all members of the school	E



Knowledge, Skills and Personal Qualities	community	
	Has a commitment to safeguarding and promoting the welfare of children and young people	E
	The ability to work flexible hours including evenings and weekends.	E
	The ability to work unsupervised	E
	Good interpersonal skills and the ability to liaise effectively with other staff, contractors and visitors to the school	E
	Shared responsibility for building security and safety.	E
	Ability to solve basic problems in a calm and efficient manner	E
	Computer literate and ability to use smart phone technology to record information i.e. meter readings and building checks	E
	Basic problem solving	E
	Willingness to learn and keep up-to-date with Health & Safety procedures relevant to the role	E
	Sense of humour	E

### **Further Information**

#### Equal Opportunities

It is the policy of Wessex Primary School to ensure equality of opportunity for all members of staff, both teaching and non-teaching.

#### Safeguarding Statement

We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo Child Protection screening



appropriate to the post, including checks with past employers and the Disclosure and Barring Service. In addition to an assessment of their ability to perform the duties of the post applied for, candidates invited to attend for interview should expect further discussion relating to safeguarding and promoting the welfare of children.

### Pre – Employment Checks

In accordance with our Recruitment of Ex-offenders Policy, you are advised that all posts within the School will have the opportunity for unsupervised contact with children and therefore all shortlisted candidates will be required to complete a self-declaration form to declare any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). This is regardless of whether any such convictions, caution, reprimand or final warning is considered ‘spent’ or ‘unspent’. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. Having a criminal record will not necessarily bar you from working with us: this will depend on the nature of the position and the circumstances and background of your offence(s).

To arrange a visit or to find out more about the role, please contact, Mrs Sharon Robinson, Business Manager, on 01628 626724 or email [finance@wessexprimary.org](mailto:finance@wessexprimary.org). Application form and more information can be found on our school website : <https://wessex-primary-school.secure-primariesite.net/vacancies/>

