

Headley Park Primary School
Caretaker
Person Specification

Short listing will be based on the criteria listed below. Applicants should therefore show in their application how their skills and experience match those criteria.

Method of assessment: A (application form); I (interview); C (certificates); R (References)

Essential:	Essential / Desirable (E / D)	Method of assessment
● Handyperson or DIY skills	E	A / I
● Basic knowledge and understanding of Health and Safety requirements	E	A / I
● Full driving licence and willingness to drive the minibus	E	A / I
● Good interpersonal skills	E	A / I
● Flexible approach to work	E	A / I
● Ability to follow procedures	E	A / I
● Ability to relate effectively to colleagues	E	A / I
● Ability to work effectively with outside agencies and contractors	E	A / I
● Enjoy working within a team	E	A / I
● Have the ability to work independently	E	A / I
● Be proactive within the whole school environment	E	A / I
● Have good health and stamina	E	A / I
● Be smart and well presented	E	A / I
● Have a commitment to equal opportunities	E	A / I
● Be flexible with high levels of motivation and a 'can do' attitude	E	A / I
● Develop good personal relationships within a team, including adaptability and flexibility	E	A / I
● Ability to communicate with teachers and parents professionally with a clear focus on the best interests of the children	E	A / I
● Ability to take the initiative and make decisions in the best interests of the school community	E	A / I
● A commitment to the principles and procedures of safeguarding		
● Approachable, committed and resourceful		

<ul style="list-style-type: none"> Ability to remain calm, make considered decisions and seek advice when necessary To be able to use a computer 		
Desirable:	Essential / Desirable (E / D)	Method of assessment
<ul style="list-style-type: none"> Broad knowledge and understanding of Health and Safety requirements within a school environment Knowledge and understanding of the requirements necessary for instructing contractors A commitment to obtaining a relevant qualification if not already achieved Some technical skills probably with a relevant professional qualification Willingness to develop knowledge of ICT and other specialist equipment/resources Willingness to drive minibus and to also have a D1 licence 	D D D D D D	C A / I A / I A / I A / I A / I I
Experience:	Essential / Desirable (E / D)	Method of assessment
<ul style="list-style-type: none"> Working within a school 	D	A / I
Other Requirements:	Essential	Method of assessment
<ul style="list-style-type: none"> Commitment to safeguarding and promoting the welfare of children, young people and adults Excellent record of attendance and punctuality Enhanced DBS check 	E	A/I A / I / R R / C

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.

Cathedral Schools Trust recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. We welcome applications of all backgrounds but particularly welcome those from BAME backgrounds as we recognise that our staff team does not currently reflect the diversity of our student body.

As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.