



Belmont Cheveley Park Primary School Person Specification

Assistant Caretaker – Grade 2

	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> • Good literacy & numeracy skills • Good communication skills • Attendance at courses related to cleaning, caretaking or health & safety – or willingness to participate in these 	<ul style="list-style-type: none"> • Any qualifications related to a 'trade', e.g. a plumbing qualification or health and safety
Professional Experience	<ul style="list-style-type: none"> • Range of DIY skills • Use of general cleaning equipment 	<ul style="list-style-type: none"> • Experience of caretaking or premises management, building cleaning or building management • Experience of working in a school or education setting • Experience of supervising/managing others • Taken responsibility for security of a building • Knowledge of security systems
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • To be able to carry out general repairs without guidance • Ability to lift and carry items • Ability to work at height • Ability to follow and comply with instructions on equipment and/or materials usage • Willingness to work as part of a team • Ability to work to deadlines • Ability to manage own work effectively and be organised • Able to use own initiative • Ability to carry out health and safety checks and maintain relevant records 	<ul style="list-style-type: none"> • Have knowledge of health and safety regulations (COSHH) • Knowledge of fire safety legislation • Be computer literate
Work related Personal Requirements	<ul style="list-style-type: none"> • Willing to work outside of normal hours if required (overtime is payable) • Willing to undertake relevant training 	
<p>It will be assumed that all applicants:-</p> <ul style="list-style-type: none"> • Are committed to the safeguarding and promoting the well-being of children and young people. • Are reliable, trustworthy and loyal. • Will take genuine pride in their work – and workplace 		