

HIGH LITTLETON CHURCH OF ENGLAND PRIMARY SCHOOL
PERSON SPECIFICATION
CARETAKER

	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> Attendance at courses related to cleaning, caretaking or Health and Safety 	<ul style="list-style-type: none"> COSHH trained
Experience	<ul style="list-style-type: none"> Take responsibility for the security of a building Knowledge of security systems and how they are managed Working with the public 	<ul style="list-style-type: none"> Working within an educational environment Trade skills such as painting/decorating or carpentry
Knowledge and Understanding	<ul style="list-style-type: none"> The basic principles of site management The varied roles of all staff in the education process 	
Skills and Abilities	<ul style="list-style-type: none"> Ability to follow instructions on equipment, materials etc Punctual and reliable Techniques for the repair of damaged or defective equipment or resources Ability to organise, prioritise and complete tasks efficiently Ability to work as part of the whole team Practical ability to problem solve and use initiative Ability to carry out necessary Health and Safety checks and maintain log books Deal with emergencies and problems in a positive and systematic manner 	<ul style="list-style-type: none"> Use basic power tools and other equipment to make repairs and improvements Anticipate and reduce risk where possible Devise a suitable record-keeping system for monitoring expenditure and stock levels Communicate effectively with staff, children and parents
Personal characteristics	<ul style="list-style-type: none"> Hard-working Honest Practical Reliable Versatile Punctual Personable disposition 	
Other requirements	<ul style="list-style-type: none"> Willing to work outside normal hours if required 	

	<ul style="list-style-type: none">• Willing to undertake relevant training	
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We are seeking to appoint an enthusiastic Caretaker. Duties will include maintaining very high standards of cleaning, security and maintenance of the school premises. Key holding duties are an integral part of this post.