



Garlinge Primary School and Nursery

Person Specification for Caretaker

Information provided on the application form will be assessed against the criteria listed on this Person Specification to shortlist candidates for interview.

	CRITERIA
DESIRABLE QUALIFICATIONS	<ul style="list-style-type: none"> Recognised training/qualification(s) associated with caretaking, maintenance, practical and/or technical skills Good standard of general education with a minimum GCSE Grade 4/C in English and Maths (or equivalent) Full UK or EU Driving Licence
ESSENTIAL EXPERIENCE	<ul style="list-style-type: none"> Previous relevant caretaking and maintenance experience and knowledge
ESSENTIAL SKILLS AND ABILITIES	<ul style="list-style-type: none"> Able to perform the physical tasks including lifting and transporting various equipment and working at height Able to use a range of basic tools and machinery Competent at basic building and grounds repairs and maintenance Ability to work as part of a team, or individually, as required Able to understand and adhere to the school's policies and procedures; most importantly the Equal Opportunities, Child Protection, Safeguarding and all health & safety related policies Able to implement and comply with Health & Safety regulations to ensure that all duties are carried out safely Ability to act as key holder and manage security of the site
DESIRABLE SKILLS AND ABILITIES	<ul style="list-style-type: none"> Able to operate and understand electrical/mechanical systems Able to problem solve and update line manager of issues and concerns Competent written and numerical skills to complete reports in relation to facilities Able to record and maintain accurate data Able to undertake waste management and energy efficiency measures Receptive to information being communicated (verbal or electronically), interpret and effectively action Supervise lettings and complete associated documentation Able to manage own time effectively and demonstrate initiative when establishing priorities including organising others to complete a task Able to demonstrate an understanding of children Able to understand and contribute to the structure and operation of the school Willing to undertake KCC Mini Bus Driving Training (1 day programme)
ESSENTIAL PERSONAL QUALITIES	<ul style="list-style-type: none"> Positive and enthusiastic attitude Adaptability, flexibility and willingness to assist with other aspects of school life Organised, good time management skills and able to prioritise workload Excellent communication skills High standards of honesty and integrity Understanding of children's needs and a clear belief in inclusion for all Understanding and respecting the need for absolute confidentiality