

Ripplevale School

Caretaker - Person Specification

Description	Essential	Desirable	Evidence
Experience	<p>General maintenance work.</p> <p>Experience of basic IT systems.</p> <p>Understanding of site security and alarms systems.</p>	<p>Working on a site with responsibility for cleaning and maintenance of buildings, gardens or equipment.</p> <p>Practical experience in the building trade.</p> <p>Working within a school environment.</p>	<p>Application Form</p> <p>Interview Process</p> <p>References</p>
Qualifications and / or Training	<p>Able to comply with Health and Safety regulations to ensure that all duties are carried out safely (Health & Safety training will be part of induction training).</p> <p>Be prepared to undertake training relevant to position.</p> <p>If no qualification, then at least 2 years' experience of caretaker work or work in a relevant or similar trade.</p>	<p>Knowledge / understanding of COSH preferred but if you have a positive attitude, good practical skills and are willing to work, we will teach you.</p> <p>GCSE English and Maths.</p> <p>NVQ 2 in an appropriate trade for the job – plumbing, electrician, painting and decorating, joinery, site management.</p>	<p>Application Form</p> <p>Any Certificates of Qualification & Training</p>
Special Knowledge & Abilities	<p>Ability to manage time effectively and demonstrate initiative; including establishing priorities and applying conscientious logic to own workload.</p> <p>Knowledge of basic hygiene and safe working.</p> <p>Understanding of basic car maintenance and day-to-day checks.</p> <p>Basic awareness of Health & Safety and Fire Safety.</p> <p>Basic building maintenance skills.</p>	<p>An understanding of the issues involved in working in a school environment, including the safeguarding of children.</p>	<p>Application Form</p> <p>Interview Process</p> <p>References</p>



RIPPLEVALE
SCHOOL

Personal Qualities & Attributes	<p>Reliable, flexible, hardworking and a good time keeper.</p> <p>Able to perform the physical tasks required by the varying duties of this post, including lifting, carrying and pushing various equipment around school site.</p> <p>Able to prioritise tasks in a busy environment.</p>		<p>References</p> <p>Interview Process</p>
Motivation	<p>Committed to providing a high-quality service for the school.</p>		<p>Interview Process</p> <p>References</p>
Physical Characteristics	<p>Good time keeping and attendance record.</p> <p>Projects a professional image for the school.</p>		<p>Interview Process</p> <p>References</p>

Ripplevale School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, visitors and volunteers to share this commitment.