Ripplevale School

Caretaker - Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Essential** | **Desirable** | **Evidence** |
| **Experience** | General maintenance work.  Experience of basic IT systems.  Understanding of site security and alarms systems. | Working on a site with responsibility for cleaning and maintenance of buildings, gardens or equipment.  Practical experience in the building trade.  Working within a school environment. | Application Form  Interview Process  References |
| **Qualifications and / or Training** | Full driving licence  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).  Be prepared to undertake training relevant to the position.  If no qualification, then at least 2 years’ experience of caretaker work or work in a relevant or similar trade. | Knowledge / understanding of COSH is preferred but if you have a positive attitude, good practical skills and are willing to work, we will teach you.  GCSE English and Maths.  NVQ 2 in an appropriate trade for the job – plumbing, electrician, painting and decorating, joinery, site management. | Application Form  Any Certificates of Qualification & Training |
| **Special Knowledge & Abilities** | Ability to manage time effectively and demonstrate initiative; including establishing priorities and applying conscientious logic to own workload.  Knowledge of basic hygiene and safe working.  Understanding of basic car maintenance and day-to-day checks.  Basic awareness of Health & Safety and Fire Safety.  Basic building maintenance skills. | An understanding of the issues involved in working in a school environment, including the safeguarding of children. | Application Form  Interview Process  References |
| **Personal Qualities & Attributes** | Reliable, flexible, hardworking and a good time keeper.  Able to perform the physical tasks required by the varying duties of this post, including lifting, carrying and pushing various equipment around the school site.  Able to prioritise tasks in a busy environment. |  | References  Interview Process |
| **Motivation** | Committed to providing a high-quality service for the school. |  | Interview Process  References |
| **Physical Characteristics** | Good time keeping and attendance record.  Projects a professional image for the school. |  | Interview Process  References |

*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.*