

St Margaret's at Troy Town C of E Primary School and Nursery

Person Specification
Post: Caretaker
Reports to: Headteacher



Knowledge and Experience

- An understanding of the main Health & Safety Regulations, including COSHH and risk assessment, and how they apply in a school environment
- A sound knowledge of the building cleaning standards contained in the Building Cleaning specification
- Experience of carrying out building maintenance work, within the reasonable capacity of a normal handyperson
- Ability to carry out repair and maintenance work in DIY – eg woodwork, plumbing, painting and decorating skills
- Experience of keeping work records

Skills and Abilities

- Ability to undertake a range of caretaking and cleaning duties and maintenance and repair tasks
- Ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date
- Ability to act on own initiative, dealing with any unexpected problems that arise
- Ability to demonstrate good inter-personal skills to communicate with a range of people and students
- Ability to work effectively and supportively as a member of the school team

Education & Qualifications

- Numeracy, literacy and communication skills are essential

Personal Attributes

- Ability to work well within a team
- A person who is quick to learn with an enthusiastic and positive attitude
- The ability to work effectively under pressure
- Highly motivated and proactive
- A person who presents a friendly and professional image whilst maintaining a sense of calm.
- Willing to work flexibly with colleagues
- Passionate about delivering excellent environment for pupils
- Ability to demonstrate commitment to Equal Opportunities

- Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge

Other

- An enhanced DBS check will be needed for this post
- Qualified Driver with willingness to undertake minibuss driving an advantage (a full driving licence is an essential requirement of the job)

Please note that we are committed to safeguarding and promoting the welfare of our students and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the school