



BURSTED WOOD PRIMARY SCHOOL



CARETAKER PERSON SPECIFICATION

Essential	Essential	Desirable
Significant relevant experience		√
Previous school experience		√
Building maintenance		√
Ordering stock		√
Security/key holder		√
Experience of managing a budget		√
Skills & Abilities		
Knowledge of COSHH		√
Able to undertake a variety of maintenance tasks	√	
Interpersonal skills	√	
Organisational skills	√	
IT Skills	√	
Ability to prioritise own workload		√
Willingness to attend appropriate training and take responsibility for own personal development	√	
Broad range of DIY skills, with an ability to carry out manual handling and other physical tasks		√
Ability to work without supervision	√	
Ability to develop good working relationships with staff, pupils and visitors and all users of the school	√	
Ability to work on own initiative and make decisions, sometimes working under pressure	√	
Reliability and trustworthiness e.g. opening and securing the premises	√	
Flexible and willing to accommodate changes to working hours where necessary	√	
Good team player, proactive and supportive of colleagues	√	
Other		
Willingness to wear protective clothing	√	
Ability for call-out duties (only when asked and necessary i.e. respond to alarms)	√	
To be committed to the school & represent Bursted Wood Primary Schools in the appropriate manner	√	
To shred and dispose of confidential material	√	
To collect, open, sort and distribute deliveries	√	
To maintain own office space keeping abreast with all paperwork including emails	√	
To act at all times in a responsible and responsive manner, with an awareness of the sensitive and confidential nature of the work, as well as the need for a high level of customer care	√	

NB:

This post is considered to be a customer-facing position; as such it falls within scope of the Code of Practice on English Language requirement for public sector workers. The school therefore has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements as stated above.