

## St Matthew's Catholic Primary School



### Person Specification: Caretaker

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet all the essential elements of these attributes to be suitable for short listing.

Attributes	Requirements	Method of Evaluation / Testing
<b>Qualifications &amp; Training</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Clean driving licence and own transport</li><li>• NVQ level 2 relevant discipline (or equivalent) or willingness to undertake</li><li>• Training skill (plumbing/ painting/ joinery etc or similar)</li><li>• Willingness to undertake appropriate training e.g. COSHH and Health and Safety at Work</li><li>• Good numeracy, literacy and IT skills</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Trade qualifications Knowledge of and qualifications in Health and Safety</li><li>• Additional relevant qualifications</li><li>• Additional relevant training e.g. fire warden training</li></ul>	Production of original qualification certificates, application form and interview.

<b>Knowledge &amp; Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience of working within health and safety requirements and legislation</li> <li>• Recognised and verifiable trade experience; building or significant DIY experience</li> <li>• Experience of working as part of a team and independently</li> <li>• Experience of completion of jobs to ensure safe environments for stakeholders</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of working in an educational environment</li> <li>• Experience of maintaining buildings to a required standard</li> <li>• Experience of caretaking/ grounds maintenance</li> <li>• Experience of overseeing significant time dependent and/or financially ringfenced projects/ pieces of work</li> </ul>	<p>Interview, application form and references.</p>
<b>Skills &amp; Personal Qualities</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Positive, reliable, self-motivated, hardworking, conscientious and a sense of pride in one's own work</li> <li>• Professional behaviour and attitude at all times</li> <li>• Exceptional time management and organisational skills</li> <li>• Ability to work independently, using one's own initiative, and also to work as part of a team</li> <li>• Willingness and commitment to get involved with the wider life of school</li> <li>• Support school to achieve best value for money</li> <li>• Excellent communication skills and ability to communicate effectively with colleagues and stakeholders at all levels, including children</li> <li>• Honesty, integrity and trustworthy</li> <li>• Willingness and ability to attend site for emergency call outs (incl. evenings and weekends)</li> <li>• Organisational and record keeping skills</li> <li>• Ability to prioritise and manage workload</li> <li>• Ability to work effectively in a busy school environment</li> <li>• Ability to operate a range of equipment relevant to the post</li> </ul>	<p>Interview, application form and references.</p>

	<ul style="list-style-type: none"> <li>• Ability to complete routine paperwork and keep accurate records</li> <li>• Ability to undertake basic DIY tasks</li> <li>• Ability to recognise the importance of ensuring a safe and secure environment and put measures in place to achieve this</li> <li>• Ability to take direction to complete a range of maintenance and record keeping</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Awareness of Health &amp; Safety guidelines, requirements and legislation for schools</li> <li>• Experience in relation to statutory H&amp;S regulations and checks</li> </ul>	
<p><b>Special Requirements</b></p>	<p>The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.</p> <p>All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.</p> <p>Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. and <a href="#">here</a>.</p> <p>More information about what will be filtered and will not appear on a DBS certificate can be found <a href="#">here</a>.</p> <p>If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact <a href="#">Nacro</a> or <a href="#">Unlock</a> for impartial advice.</p> <p>For posts in regulated activity, the DBS check will include a barred list check.</p> <p>It is a criminal offence to apply or accept a position (paid or unpaid) working with children in regulated activity if you are excluded from such work by virtue of a court order or exclusions by the DBS.</p> <p>Any data processed as part of the DBS check will be processed in accordance with any relevant data protection regulations and the school's privacy notice.</p>	

