

PERSON SPECIFICATION

JOB TITLE: Caretaker with Cleaning Duties SCHOOL: Brighstone CE Primary
GRADE: NJC Point 5-6

PREPARED BY: Elaine Sharp

DATE: 15.9.20

E = ESSENTIAL		SOURCE OF EVIDENCE - APPLICATION = A	
D = DESIRABLE		TEST = T	INTERVIEW = I
	1. EXPERIENCE, direct work experience, other relevant experience.	W =	
E	At least 1 to 2 years experience for care of buildings and maintenance		A
D	Experience of working in schools/LA establishment		
	2. KNOWLEDGE, without which the job cannot be done effectively.	W =	
E	Keeping records		A/I
E	Knowledge of main requirements of Health and Safety, including fire and site security		A/I
	3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train.	W =	
E	Use of cleaning equipment and resources		A/I
E	Basic handyman duties		
E	Basic IT Skills		
	4. QUALIFICATIONS, TRAINING & EXPERIENCE, also identify training to be given. W =		
D	City and Guilds or equivalent		A
D	English and Maths GCSE or equivalent		A
	5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.	W =	
E	Ability to relate well with colleagues, pupils, visitors and contractors		I
E	Good Team Player		I
	6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.	W =	
E	Requirement of post to be main key holder – therefore ability to drive / live locally is essential		
E	Good physical mobility. Requirement to manual handle and work at heights at time		
	CONTRA INDICATIONS, if any	W =	