**PERSON SPECIFICATION**

**JOB TITLE: Cleaner with some Caretaking Duties SCHOOL: Brighstone CE Primary**

**GRADE: NJC Point 3**

**PREPARED BY: Elaine Sharp DATE: 9/6/21**

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| **E** | **= ESSENTIAL** | **SOURCE OF EVIDENCE - APPLICATION =** | **A** |
| **D** | **= DESIRABLE** | **TEST =**  **INTERVIEW =** | **T**  **I** |
|  | **1. EXPERIENCE, direct work experience, other relevant experience. W =** | |  |
| **D** | 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 | | **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 maintenance 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 a key holder | |  |
| **E** | Good physical mobility. Requirement to manual handle and work at heights at time | |  |
|  | **CONTRA INDICATIONS, if any W =** | |  |