



Caretaker
Person Specification
St Anne's C of E Primary School

Selection decisions will be based on the criteria outlined in this form. An assessment will be made by the appointment panel at each stage of the process to determine how far the criteria have been met.

Criteria should be addressed on the application form and or the supporting statement. Criteria will then be further tested at interview and through other methods of presentation.

We are looking for someone with the following qualities:

Application (A)

Interview (I)

1. Qualifications and Experience	Essential	Desirable
Experience of caretaking and/or buildings maintenance/security preferably in schools (A&I)	✓	
Knowledge of First Aid (A&I)		✓
Good reading and writing skills (A)	✓	
Ability to count and undertake general mathematical calculations (A)	✓	
Good knowledge of security, heating plant and other building systems (A&I)		✓
Ability to undertake DIY tasks (A&I)	✓	
Valid Driving licence (A)	✓	
2. Communication	Essential	Desirable
Ability to complete forms, write letters and reports (A &I)	✓	
Ability to exchange complex verbal information clearly (I)	✓	

Seek support to overcome communication barriers with children and adults (A&I)	✓	
Ability to negotiate effectively to achieve best outcomes (I)	✓	
Ability to manage difficult or controversial exchanges (I)	✓	
3. Working with children	Essential	Desirable
Understand the school's behaviour management policy (A&I)	✓	
Understand and support the differences in children and adults and respond appropriately (I)		✓
Basic understanding of the learning experience provided by the school (I)		✓
4. Working with Others	Essential	Desirable
Understand the role of others working in and with the school (A&I)	✓	
Ability to establish rapport and respectful and trusting relationships with others (A&I)	✓	
Ability to make a distinctive contribution to the work of a team (A&I)	✓	
Contribute to the development and implementation of effective systems to share information (I)	✓	
5. Responsibilities	Essential	Desirable
Excellent organisational skills (A&I)	✓	
Ability to remain calm under pressure (A&I)	✓	
Ability to supervise and monitor the work of others (A&I)	✓	
Ability to manage own time effectively (A&I)	✓	
Demonstrate a flexible approach (A&I)	✓	
Demonstrate ability to resolve complex problems independently (A&I)	✓	

6. General	Essential	Desirable
Awareness of and commitment to equality (I)	✓	
Good understanding of Health & Safety (I)	✓	
Understand and implement child protection procedures (I)	✓	
Understand procedures and legislation relating to confidentiality (I)	✓	
Demonstrate a clear commitment to develop and learn in the role (I)	✓	
Ability to effectively evaluate own performance (I)	✓	