

St Mary's Catholic High School Academy Trust
Person Specification – School Caretaker

	Essential	Preferred	Evidence
Education/Qualifications	<ul style="list-style-type: none"> • Good literacy and numeracy skills • ICT literacy • Good Communication skills (both orally and in writing) • Attendance of courses related to cleaning, caretaking or health and safety 	<ul style="list-style-type: none"> • Educated to GCSE Standards • NVQ II in Cleaning, Building Interiors 	Application Form / Interview
Personal Characteristics	<ul style="list-style-type: none"> • Hard working • Honest • Reliable • Practical • Versatile • Good personal hygiene practice • Good Time Management • Willing to work outside of normal hours if required (overtime is payable) • Willing to undertake relevant instruction and training. 		Application Form / Interview
Professional Experience	<ul style="list-style-type: none"> • Experience of Caretaking or premises management, building cleaning or building management • DIY skills • Taken responsibility for security of a building 	<ul style="list-style-type: none"> • Working within an educational environment 	Application Form / Interview
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • To be able to carry out general repairs and maintenance without guidance • Ability to lift and carry items • Ability to follow and comply with instructions on equipment and/or materials usage • Use of general cleaning equipment • Knowledge of security systems • Knowledge of working with heating systems • Willingness to work as part of a team • Ability to work to deadlines • Ability to manage own work effectively • Able to use own initiative • Anticipate and reduce risk where possible • Ability to carry out health and safety checks and maintain relevant records in accordance with relevant Health and Safety Regulations e.g. legionella, fire alarm 	<ul style="list-style-type: none"> • Develop more efficient and cost effective ways of working • Experience of using Building management Systems 	Application Form / Interview

It will be assumed that all applicants:-

- Are committed to the safeguarding and promoting the well-being of children and young people
- Are reliable, trustworthy and loyal