

# ST PAUL'S CATHOLIC PRIMARY SCHOOL

## PERSON SPECIFICATION

### IMPORTANT

#### THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE APPLICATION FORM.**

If successful, you will also be required to apply for a criminal record check from the Disclosure and Barring Service. The level of check required for this job is Enhanced Disclosure.

**JOB TITLE: CARETAKER**

**GRADE: 4**

**JOB REF: AAAD5003**

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
<b>Qualifications</b>	To GCSE level grade C or above or equivalent.	Basic English and maths in order to do simple reports/memos and basic calculations when carrying out routine repairs.  Willingness to attend training courses.  Willingness to undertake necessary qualifications such as Manual Handling, Legionella Awareness, etc.	Application Form
<b>Experience</b>	Previous school experience.  Caretaking/janitor background.  Understanding of work of the school.	Understanding of: <ul style="list-style-type: none"> <li>• Basic plumbing, joinery and electrics.</li> <li>• Basic and specialist cleaning process.</li> <li>• Safe storage of materials and chemicals.</li> </ul>	Application Form Interview Reference
<b>Job Related Knowledge</b>		Ability to keep up to date with all aspects of health and safety regulations.	Application Form Interview
<b>Skills and Aptitudes</b>		<ul style="list-style-type: none"> <li>• Ability to use power and hand tools.</li> <li>• Climbing ladders to ceiling and roof height.</li> <li>• Ability to operate security systems.</li> <li>• Ability to carry out minor maintenance repairs to a high standard.</li> </ul>	Application Form Interview Reference

		<ul style="list-style-type: none"> <li>• Ability to respond to changing priorities.</li> <li>• Ability to work on own and prioritise own workload.</li> <li>• Ability to communicate effectively both verbally and in writing to other school staff.</li> <li>• Flexible approach to working arrangements in line with the duties of the post.</li> <li>• Knowledge of safer handling guidelines.</li> <li>• Judgement of when to carry out a repair and when expert help is needed.</li> <li>• Fact finding and problem solving.</li> <li>• Ability to work on own initiative and as part of a team.</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Awareness of safeguarding when working with/near children.</li> </ul>	<ul style="list-style-type: none"> <li>• Full driving licence.</li> <li>• Able to relate well to all stakeholders.</li> <li>• Friendly and approachable.</li> <li>• Ability to relate to people of all ages, particularly children.</li> <li>• Solution focused 'Can Do' attitude.</li> </ul>	Interview Reference

**Note:** St Paul's Catholic Primary School is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.