



# Wye Forest Federation

## St Briavels and Redbrook Primary Schools

### Person Specification: Caretaker

	Essential	Desirable	Evidence
<b>Qualifications</b>	Good numeracy and literacy skills (GCSE equivalent) Basic IT skills Full Driving Licence	Recognised building trade qualification or apprenticeship	Application Form Interview
<b>Experience</b>	Experience of working in site maintenance.  Knowledge of health and safety relevant to the post  An understanding of maintaining security in a public building.	Experience of water hygiene testing  Experience of working in a school or college.  Previous caretaking experience  Up to date training on Health and Safety Regulations  Up to date training on security and safeguarding	Application Form Interview
<b>Knowledge, Skills &amp; ability</b>	DIY skills necessary to undertake general building maintenance and minor repairs.  Physical fitness appropriate to the tasks in the job description  Able to work at moderate heights and be willing to undertake Ladder Training and any other training necessary to perform the role.  Ability to follow instructions, organise and prioritise workload and communicate with all members of the school community.  A willingness to be helpful and support the school staff and pupils in practical ways.		Application Form Interview References

	<p>Ability to: work as part of a team and on own initiative, understanding classroom/department roles and responsibilities and your own position within these.</p> <p>learn new skills and positively respond to change on a daily basis.</p> <p>maintain confidentiality.</p> <p>model acceptable behaviour</p> <p>establish positive relationships with pupils and staff.</p>		
Personal Attributes	<p>Ability to develop and maintain good relationships. <i>Respectful</i></p> <p>Ability to show sensitivity and objectivity in dealing problems <i>Compassionate</i></p> <p>Honest &amp; trustworthy <i>Resilient &amp; Courageous</i></p> <p>Resourceful</p> <p>Calm and cheerful</p>		Application form Interview