



**Hebden Royd CE (VA) Primary School  
PERSON SPECIFICATION**

**POST TITLE: CARETAKER**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<u>Knowledge &amp; Skills</u>	<ul style="list-style-type: none"> <li>• High standards of cleanliness &amp; hygiene</li> <li>• Ability to undertake minor repairs &amp; maintenance</li> <li>• Ability to conform to Health &amp; Safety requirements within a school environment</li> <li>• Good literacy and numeracy skills</li> <li>• Strong and in excellent physical health</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant qualifications in Caretaking and/or Health &amp; Safety</li> <li>• Understanding of the update and maintenance of all relevant compliances, including Legionella, Fire, Gas, Electricity and Asbestos.</li> </ul>	Application Form Interview References Assessment Task
<u>Experience</u>	<ul style="list-style-type: none"> <li>• Ability to manage own workload</li> <li>• Good communication skills</li> <li>• Ability to use small industrial, electrical and mechanical equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Caretaking/Cleaning</li> </ul>	Application Form Interview
<u>Disposition/ Attitude</u>	<ul style="list-style-type: none"> <li>• Ability to respect confidentiality.</li> <li>• Ability to relate to children and parents.</li> <li>• Able to liaise with contractors and service providers.</li> <li>• Ability to use own initiative.</li> <li>• Understanding of and commitment to the implementation of equal opportunities.</li> </ul>		Application Form Interview
<u>Other</u>	<ul style="list-style-type: none"> <li>• Willingness to respond to alarm callouts outside normal work hours.</li> <li>• Willingness to attend any relevant training.</li> <li>• Must be willing to be CRB checked.</li> <li>• Be sympathetic to the ethos of a Church School.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to show continuity of work</li> <li>• Able to commit to the full life of the school, including events held after school and at weekends.</li> </ul>	Application Form Interview