



**NORTON SUB HAMDON and WEST CHINNOCK
C of E VC PRIMARY SCHOOL FEDERATION**



**Ms Liz Stiddard & Mr Jamie Caswell
Co-Headteachers**

Person Specification: Caretaker

	Essential	Desirable
Qualifications	<p>Educated to a satisfactory standard in order to communicate effectively, both written and oral.</p> <p>Computer literate with good working knowledge of ICT including using the internet and Microsoft office suite</p>	<p>Additional Qualifications as appropriate</p>
Experience	<p>The Caretaker should have experience of:</p> <ul style="list-style-type: none">cleaning workbuilding maintenanceDIY including decoratingTeam working	<p>In addition, the Premises Manager might have experience of:</p> <ul style="list-style-type: none">directing the work of others as a manager;working within an educational environment.

<p>Knowledge and understanding</p>	<p>The Caretaker should have knowledge and understanding of:</p> <ul style="list-style-type: none"> the varied roles of all staff in the educational process; working efficiently as part of a team; the basic principles of site management; the importance of Health & Safety; techniques for the repair of damaged or defective equipment or resources; the importance of looking after the school site for a positive learning environment. 	<p>In addition, the Caretaker might also have knowledge and understanding of:</p> <p>specific premises issues: security, Health & Safety, heating systems, building construction, COSHH regulations.</p>
<p>Skills</p>	<p>The Caretaker will be able to:</p> <ul style="list-style-type: none"> use practical skills to improve the site and buildings; motivate others in the premises and cleaning team through example and enthusiasm; deal with emergencies and problems in a positive and systematic manner; be aware of a small budget for resources; be proactive and work on own initiative; work alone when required, showing good self-motivation; prioritise, plan, schedule and meet deadlines and evaluate work; communicate effectively (both orally and in writing) to a reasonable standard. 	<p>In addition, the Premises Manager might be able to:</p> <ul style="list-style-type: none"> use basic power tools and other equipment to make repairs and improvements; assess the quality of others' work, and support and advise where necessary; anticipate and reduce risk where possible; develop more efficient and cost-effective ways of working; show knowledge and understanding of Health and Safety regulations.

<p>Personal qualities and attitudes</p>	<p>Enthusiasm</p> <p>Loyalty, good timekeeping</p> <p>Reliable, trustworthy and honest</p> <p>Demonstrates excellent social skills</p> <p>Flexibility</p> <p>Interest in caring for school pupils and staff</p> <p>To be a proactive member of the school community</p>	<p>In addition, the Caretaker should have:</p> <p>An interest in professional self-development</p> <p>A willingness to contribute to the wider life of the school</p>
<p>Physical Requirements</p>	<p>Fit and able to carry out duties</p> <p>Ability to deal with some manual handling</p>	