Person Specification

POST TITLE: | School Premises Staff (Caretaker) – Scale 2

SCHOOL: | Barham Primary School

PLEASE NOTE

The method of assessment for each criterion is shown in the right hand columns. The shortlisting criteria are indicated by asterisk in the application form column. Shortlisting for interview will be based solely on whether the candidate indicates on their application form that they meet these Shortlisting Criteria. All mandatory criteria are underlined. The successful candidate must satisfy all of the mandatory criteria, and will normally meet all or most of the other appointment criteria. All candidates must satisfy the Equal Opportunities and Customer Care criteria which are mandatory.

		METHOD OF ASSESSMENT		
		APPLICATION FORM	INTERVIEW	TEST
1.	**ABILITIES**			
(a)	Ability to work as part of a team.		*	*
(b)	Ability to gain knowledge of basic plumbing, electrical and decorating repair procedures.		*	
(c)	Ability to gain knowledge of health and safety procedures and precautions and COSHH regulations.		*	
2.	**SKILLS**			
(a)	A range of "handyperson" skills which can be utilised in premises maintenance and security.	*		*
(b)	Verbal and written communication skills appropriate to the need to communicate effectively with colleagues and school premises users.		*	
(c)	Good standard of numeracy and literacy skills.	*		*
(d)	The ability to converse at ease with members of the public and provide advice and information in accurate spoken English.		*	
3.	**KNOWLEDGE**			
(a)	Knowledge of moving and handling procedures.		*	*
(b)	Awareness of health and hygiene procedures.		*	
4.	**EDUCATION AND PROFESSIONAL QUALIFICATIONS ESSENTIAL TO THE POST**			

		METHOD OF ASSESSMENT		
		APPLICATION FORM	INTERVIEW	TEST
(a)	Cleaning and support services N/SVQ Level 1 **OR** equivalent experience or equivalent qualification, or willingness to train to achieve these.	*		
5.	**EQUAL OPPORTUNITIES RELEVANT TO THE POST** *(mandatory)*			
	Understanding of, and commitment to, the Council's Equal Opportunities policy.	*	*	
6.	**CUSTOMER CARE RELEVANT TO THE POST** *(mandatory)*			