

## Person Specification

**POST TITLE:**

School Premises Staff (Caretaker) – Level 2 a

**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.

	APPLICATION FORM	INTERVIEW
<b>1. ABILITIES</b>		
(a) Ability to relate well to children and adults.		*
(b) Ability to work as part of a team.	*	*
<b>2. SKILLS</b>		
(a) A range of “handyperson” skills which can be utilised in premises maintenance.	*	
(b) Verbal and written communication skills appropriate to the need to communicate effectively with colleagues and school premises users.		*
(c) The ability to converse at ease with members of the public and provide advice and information in accurate spoken English.		*
(d) Cleaning and support services equivalent experience or . equivalent qualification.	*	
<b>3. KNOWLEDGE</b>		
(a) Knowledge of basic maintenance procedures including plumbing, electrical and decorating and repair.	*	*
(b) Knowledge of health and safety procedures and precautions and COSHH regulations.	*	*
(c) Knowledge of moving and handling procedures.	*	
(d) Awareness of health and hygiene procedures.	*	
(e) Working knowledge of relevant polices/codes of practice/legislation	*	*

		APPLICATION FORM	INTERVIEW
<b>4.</b>	<b>EDUCATION AND PROFESSIONAL QUALIFICATIONS ESSENTIAL TO THE POST</b>		
(a)	GCSE (or equivalent) in Maths and English	*	
<b>5.</b>	<b>EQUAL OPPORTUNITIES RELEVANT TO THE POST (mandatory)</b>		
	Understanding of, and commitment to, the Council's Equal Opportunities policy.	*	*
<b>6.</b>	<b>CUSTOMER CARE RELEVANT TO THE POST (mandatory)</b>		