



ST GEORGE'S CATHOLIC SCHOOL

Caretaker - Person Specification

Criteria	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> *GCSE English and Maths (A-C) or equivalent. *Training in health & safety, manual handling regulations etc. or willing to undergo training as required. 	
Relevant experience	<ul style="list-style-type: none"> *Competent at basic building repairs, maintenance and grounds maintenance. *Use of small industrial/electrical/mechanical equipment. 	
Knowledge, skills and abilities	<ul style="list-style-type: none"> *Knowledge of COSHH guidelines or willing to undergo training. *Understanding of health and safety legislation, and good practice in relation to cleaning/caretaking. *Good organisational skills in relation to managing own workload and that of team members and/or contractors. *Able to operate electrical/mechanical systems. *Able to regularly handle/carry heavy items. *Pro-active with highly developed organisational and time management skills. *Able to build networks and partnerships with local contractors. *Able to present detailed verbal and written reports in a clear and professional style. *Able to use ICT effectively especially in word, excel and email systems. 	<ul style="list-style-type: none"> *Knowledge and understanding of school policy/codes of practice.
Personal qualities	<ul style="list-style-type: none"> * Ability to work under pressure and to meet conflicting demands and pressures within deadlines. *Willing to comply with and actively implement the schools equal opportunities policy. *Willing to participate in training and development activities including assisting to train colleagues. *Willing to adapt to change and show a flexible approach. *Ability and willingness to work constructively as part of a team. *Ability to use own initiative and work flexibly. * Able to work some evenings (and weekends) as required to support (lettings and) school events. * Able to respond to emergency call-outs at evenings and weekends. 	
Application	<ul style="list-style-type: none"> *Within the County Application Form state how you meet the criteria set out above. 	