



Orchard Junior School – Assistant Caretaker

Person Specification

	ESSENTIAL	DESIRABLE
A) Qualifications:	<ul style="list-style-type: none"> · Educated to a satisfactory standard in order to communicate effectively both in writing and orally. 	<ul style="list-style-type: none"> · No specific educational qualifications are required.
B) Experience of:	<ul style="list-style-type: none"> · General cleaning activities. · Experience of COSHH – Control of Substances Hazardous to Health. · DIY – the ability to undertake minor maintenance works. 	<ul style="list-style-type: none"> · Working within a school site team previously. · First aid – willingness to train as a first aider. · Stock control and monitoring.
C) Knowledge and understanding of:	<ul style="list-style-type: none"> · Basic safeguarding, child protection and equal opportunities policies. · The importance of Health and Safety compliance. · Basic internal and external maintenance. 	<ul style="list-style-type: none"> · Knowledge of health and safety issues.
D) Skills & Attributes:	<ul style="list-style-type: none"> · Able to undertake a range of manual cleaning activities. · Ability to maintain high standards of cleanliness. · Ability to work in an organised and methodical manner. · Able to use own initiative and be proactive in spotting and resolving defects. · A team person who is able to work effectively and supportively. · Someone with a personable appearance – clean and smart. · Willingness to work flexible hours on occasions. · Willingness to maintain confidentiality on all school matters. · Someone who will undertake training courses relevant to the post. 	
E) Personal skills and attributes:	<ul style="list-style-type: none"> · Enthusiasm. · Good timekeeping. · Reliable, trustworthy and honest. 	
F) Physical requirements:	<ul style="list-style-type: none"> · Fit and able to carry out duties including portering and basic site maintenance. · Willingness and ability to work at height (ladder trained). 	

