**T.E.A.M EDUCATION TRUST**

**NEWMAN SCHOOL**

**Person Specification – Caretaker/Cleaner**

|  |  |  |  |
| --- | --- | --- | --- |
| **Area** | **Essential Criteria** | **Desirable Criteria** | **How this will be assessed** |
| Qualifications |  | GCSE ‘C’ Grade or above in Mathematics and English (or Equivalent) | **A** Documentary evidence will also be required |
| Experience |  | Some experience of working in an educational environment | **A / I** |
|  | Working with Children with SEN / Disability | **A / I** |
| Experience of general cleaning in paid or unpaid capacity |  | **A / I** |
| Security and safety procedures |  | **A / I** |
| Experience of undertaking basic maintenance or general DIY including use of tools/technical equipment (in paid or non-paid capacity) |  | **A / I** |
| Knowledge and Skills | Proactive and positive approach to dealing with customers, both internal and external. Showing pride in their work |  | **A / I** |
| Ability to communicate in a variety of formats clearly and effectively, targeted appropriately to different audiences (Child, parent, professional, colleague, etc.) |  | **A / I** |
| Professional Manner |  | **A / I** |
| Ability to use own initiative | Experience of working within a team to deliver exacting standards | **A / I** |
| Ability to work under pressure |  | **A / I** |
| An understanding of and commitment to equal opportunities issues both within the workplace and the community in general. |  | **I** |
| A commitment to the provision of anti-discriminatory and anti-oppressive practice. |  | **I** |
| A commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults. |  | **I / R** |
| Conscientious, honest and reliable. |  | **R** |
| Personal Circumstances | A Disclosure and Barring Services records check at enhanced level. |  | **CC** |
| Exempt from the Rehabilitation of Offenders Act, 1974.  (All spent convictions to be declared.) |  | **A** |
| Physical requirements | No serious health problem which is likely to impact upon job performance (that is, one that cannot be accommodated by reasonable adjustments). |  | **I / R** |
| Good sickness/attendance record in current/previous employment, college or school as appropriate (not including absences resulting from disability). |  | **I / R** |
| Further Training | Desire and willingness to update and maintain skills | Evidence of further relevant training | **A / I** |

**Key:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A** | **Application** | **I** | **Interview** | **R** | **Reference** |