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

**NEWMAN SCHOOL**

**Person Specification – Caretaker/Cleaner**

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| **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:**

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