

PERSON SPECIFICATION

Caretaker (Secondary)

QUALIFICATIONS/ABILITIES/SKILLS	ESSENTIAL	DESIRABLE
Previous experience in caretaking or related field		•
Knowledge and understanding of relevant policies/codes of practice in regards to health and safety	•	
Literacy skills to complete forms and orders, write instructions, understand and follow H&S and COSHH instructions	•	
Excellent oral communication skills	•	
Numeracy skills to check goods, check invoices, carry out stock control, undertaken calculations, monitor and account for expenditure against a budget	•	
Able to operate cleaning equipment, machinery and tools and undertake basic maintenance	•	
Have minor maintenance skills (eg. plumbing, electrical, glazing, woodwork) to make safe.	•	
Able to drive minibus	•	
Understand basic administrative systems (lettings, time book, maintenance hotline, ordering)	•	
Understanding of schools and the premises in which they operate		•
Ability to work independently and collaboratively as part of a team	•	
Value and respect the views and needs of children	•	
Excellent time management and organisational skills	•	
Able to carry out procedures, routines and follow instructions	•	
Able to supervise and train premises staff, as appropriate	•	
Able to take initiative and be proactive	•	
Can solve straightforward problems, respond to unforeseen circumstances (eg. hazards, accidents etc)	•	
Support the Catholic ethos of the school	•	
Willing to undertake appropriate training to meet the needs of the role	•	
Commitment to safeguarding and welfare of students	•	

Our Lady of the Magnificat is committed to the safeguarding and wellbeing of pupils and staff.