

WADDESDON CHURCH OF ENGLAND SCHOOL

Person Specification Form

Caretaker/Cleaner

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
<p>Experience</p> <p>General practical skills and/or maintenance experience</p> <p>Caretaking in a school or similar environment</p> <p>Maintenance experience</p>	<p>E</p> <p>D</p> <p>D</p>	
<p>Skills/Abilities</p> <p>Must have a flexible approach to working hours</p> <p>Ability to work as part of a team</p> <p>Ability to work in accordance with the school's health and safety policies and the code of safe working practice for caretaking premises staff</p> <p>Ability to work to deadlines</p> <p>Ability to work on own initiative</p> <p>Ability to lift and carry items</p> <p>Ability to communicate well</p> <p>Ability to respond calmly to emergencies</p>	<p>} } } }</p> <p>E</p>	
<p>Knowledge</p> <p>Basic understanding of health and safety</p> <p>Knowledge of cleaning procedures required to meet specified standards</p>	<p>E</p> <p>D</p>	
<p>Education & Qualifications</p> <p>A good basic level of numeracy and literacy skills</p> <p>Willingness to undertake and participate in ongoing training</p>	<p>} E</p>	
<p>Work Circumstances</p> <p>Ability to respond outside of normal hours to occasional call-outs</p> <p>Must have a flexible approach to working hours, especially to working evenings and some weekends, covering holidays and sickness during week days when required</p>	<p>} E</p>	