

Ellwood Community Primary School

Caretaker Person Specification

Qualifications	Essential	Desirable	EVIDENCED (Application Form/ Interview/References /Task)
Full Driving Licence		•	A
First Aid		•	A
PAT Testing		•	A
Legionella Training		•	A,R
COSHH Training		•	A,R
Ladder training		•	A,R
Experience			
Evidence of successful work in a relevant post e.g. caretaking, property maintenance, security or Health & Safety		•	A,R
Working with colleagues		•	A,R
Knowledge of Health & Safety at Work Regulations		•	A,R
To keep records/logs	•		A,R
Ability to clean a work place environment	•		A,R
Skills			
Good communication skills	•		A,I,R,T
Ability to undertake minor repairs		•	A,I,R,T
Ability to prioritise work schedule	•		A,I,R,T
Ability to manage site in conjunction with staff	•		A,I,R,T
Ability to liaise with contractors		•	A,I,R,T
Some flexibility with time	•		A,I,R,T
Professional Development			
Willingness to take part in continuous professional development	•		A,I,R
Personal Qualities			
Sense of humour	•		A,I
Enthusiasm	•		A,I
Interest in DIY and maintenance	•		A,I
Ability to work alone and use initiative	•		A,I
Hardworking	•		A,I
Reliable	•		A,I