Cannon Lane Primary School
Person Specification: Assistant Caretaker

The Person Specification is an important part of the application process and will be used to shortlist candidates. You will need to demonstrate in your supporting statement/application form how you meet the following criteria.

	ESSENTIAL	DESIRABLE
Qualifications, training and Experience	• Experience of caretaking, site management, facilities, maintenance, or a similar practical role. • Working knowledge of basic building maintenance, including minor repairs, plumbing, decorating, and general DIY. • Understanding of health and safety requirements in the workplace, including safe use of tools, equipment, and access equipment. • Experience of maintaining a clean, safe, and secure environment. • Knowledge of security procedures, including locking/unlocking buildings and responding to alarms. • Understanding of regulations such as health & safety, manual handling, COSHH, Legionella etc.	• Risk Assessment experience/qualification • IOSH Managing Safely qualification
Professional Qualities	• Reliable, punctual, and flexible, including willingness to work occasional out-of-hours when required. • Calm and responsible approach when dealing with issues or emergencies. • Professional manner • Team-focused, with a positive and helpful attitude. • Ability to maintain good professional relationships with pupils, parents and staff • Possess integrity, honesty and commitment to fairness • A commitment to safeguarding the wellbeing of children	
Skills & Abilities	• Ability to carry out routine maintenance and respond effectively to emergencies. • Ability to work independently and use initiative, particularly when acting in the absence of the Site Supervisor. • Good organisational skills, with the ability to prioritise tasks and manage time effectively. • Physical ability to undertake the demands of the role, including lifting, carrying, bending, and working at height (with appropriate equipment). • Ability to complete basic records and administrative tasks accurately. • Good communication skills, with the ability to interact appropriately with staff, pupils, parents, contractors, and visitors.	

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Safeguarding	• Commitment to safeguarding and promoting the welfare of children and young people. • Willingness to undertake safeguarding training and comply with all school safeguarding policies and procedures.	
Personal characteristics	• Has integrity and ability to be both discreet and calm in the challenges this post • A punctual, approachable and empathetic team player • Professional but approachable demeanour in relating to all members of the school community, suppliers etc. • Well presented, with dress standards and appearance appropriate to the role	
Additional Skills	• Basic IT skills for logging maintenance requests and completing records. • Ability to contribute to continuous improvement of site safety and presentation.	