

**PERSON SPECIFICATION****Assistant Caretaker****Single Status Grade 4****Essential key skills and abilities****These criteria will be assessed at the application and interview stage**

- Ability to work effectively and supportively as a member of the school team.
- Ability to identify work priorities, whilst ensuring that lower priority work is kept up to date.
- Able to act on own initiative, dealing with any unexpected problems that arise.
- Ability to effect minor repairs.
- Ability to demonstrate commitment to Equal Opportunities.

Essential knowledge**These criteria will be assessed at the application and interview stage**

- Some knowledge of the main Health & Safety Regulations, and how they apply in a school environment.
- Knowledge of the building cleaning standards contained in the County Building Cleaning specification.

Essential experience**These criteria will be assessed at the application and interview stage**

- Experience of undertaking a range of caretaking and cleaning duties.
- Experience of keeping work records.

Other essential criteria**These criteria will be assessed at the application and interview stage**

- Willingness to participate in further training and development opportunities offered by the school and county, to further knowledge.
- Willingness to maintain confidentiality on all school matters.

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which you may be exposed in relation to the post you are applying for. This information will help you, if successful in your application, identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	No
Working with children/vulnerable adults	No
Moving & handling operations	Yes
Occupational Driving	No
Lone Working	No
Working at height	Yes
Shift / night work	No
Working with hazardous substances	Yes
Using power tools	Yes
Exposure to noise and /or vibration	Yes
Food handling	No
Exposure to blood /body fluids	No