



THE VALE OF GLAMORGAN COUNCIL

PERSON SPECIFICATION

POST NO:		DESIGNATION:	Caretaker	DEPARTMENT:	St Nicholas Church in Wales Primary School
SECTION:	St Nicholas Church in Wales Primary School	COMPLETED BY:	Headteacher	DATE:	22.9.14

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
1. EXPERIENCE	<ul style="list-style-type: none"> • Experience of working within a similar role. • Experience of working within a flexible team environment. 	Experience of working within an education setting.	Application form & Interview
2. KNOWLEDGE	<ul style="list-style-type: none"> • Ability to multi-task, prioritising workloads to work to tight deadlines. • Ability to work independently or in a team. • Ability to follow written or verbal instructions. • Ability to communicate effectively 		Application form & Interview
3. SKILLS AND APTITUDES	<ul style="list-style-type: none"> ▪ The basic principles of alarming and securing premises; ▪ The basic principles of site management; ▪ Practical and good DIY skills ▪ Understand the importance of Health & Safety ▪ Willingness and ability to learn basic computer skills 	Basic vehicle maintenance knowledge	Application form, Interview and 6 week probationary period
4. QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • Basic literacy and IT skills 	Health & Safety training Manual handling training First Aid Trained Fire safety Legionella training COSHH	Application form & Interview

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
5. ATTITUDE AND MOTIVATION	<ul style="list-style-type: none"> ▪ caring ▪ reliable ▪ sensitive and tolerant approach ▪ commitment to children' health and safety ▪ sense of humour, positive, personable and optimistic. ▪ Flexibility to cope with diverse needs of the post. ▪ Resilience to work under pressure. 		Interview
6. OTHER (PLEASE SPECIFY)	<ul style="list-style-type: none"> ▪ Able to work split shift, set hours, ▪ Available to work overtime if needed 		Interview