



Employee Specification

When filling in the application form please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the *Essential and Minor* criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act, we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

Post Title: Caretaker Grade 3

Directorate/School: Any School

Grade: 3

Criteria No	Attributes	Criteria	How Identified	Rank
1.	Experience	Experience of undertaking a range of caretaking and cleaning duties.	A/I	Essential
		Experience of keeping work records.	A/I	Essential
2.	Education and Training Attainments	To be able to demonstrate a good all round standard of education.	A	Essential

3.		Any qualifications relevant to the post i.e. Building Cleaning Certificate. Building/Joinery NVQ level 2	A	Desirable
4.		Willing to undertake IOSH Training	I	Essential
5.	General and Special Knowledge	To be flexible and reliable in working arrangements	I	Essential
6.		An understanding of the main Health & Safety Regulations, including COSHH and risk assessment, and how they apply in a school environment.	A/I	Essential
7.		A sound knowledge of the building cleaning standards contained in the cleaning specification	A/I	Essential
8.		A knowledge of procedures associated with the supervision and training of other employees	A/I	Essential

9.	Skills & Attributes	Ability to work effectively and supportively as a member of the school team	A/I	Essential
10.		Ability to identify work priorities, whilst ensuring that lower priority work is kept up to date.	A/I	Essential
11.		Ability to act on own initiative, dealing with any unexpected problems that arise	A/I	Essential
12.		Ability to demonstrate good inter-personal skills to communicate with a range of people	A/I	Essential
13.		Ability to inspect and record the work of others	A/I	Essential
14.		Ability to effect minor repairs	A/I	Essential
15.		Ability to demonstrate commitment to Equal Opportunities	A/I	Essential
16.		To be flexible and reliable in working arrangements	A/I	Essential

17.	Additional factors	To share the same moral and social values that the school wishes to promote	I	Essential
18.		Willingness to maintain confidentiality on all school matters	I	Essential
19.		This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	A/I	Essential

