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| **Employee Specification Form** | Post Number | |  | |
| Job Title | | Caretaker Band E | |
| Department | | Greenleas Primary School | |
| Prepared by and date | | Mrs Sharon Edwards October 2025 | |
| ***Important - Study “Explanatory Notes” printed overleaf before completing form*** | | | | |
| **Essential Personal Attributes** | Stage Identified | **Desirable Personal Attributes** | | Stage Identified |
| **Qualifications/Training/Experience**   * Considerable general maintainence experience * Experience of taking responsibility for the care, cleaning and maintainence of premises and dealing with contractors * Successful experience of managing a small team of premises staff | APP/INT | * Experience of school site management * First Aid Qualification * Safeguarding Training | | APP/INT |
| **Knowledge and skills**   * Knowledge of the Health & Safety at Work Act * Knowledge of security systems and procedures * Knowledge of operating and maintaining school’s equipment e.g. cleaning, heating etc.. * Skills in plumbing, joinery and general DIY * Ability to carry out heavy lifting. Knowledge of manual handling * Ability to communicate politely and work with persons on all levels | APP/INT  APP/INT  APP/INT  APP/INT  APP/INT  APP/INT | * Ordering of materials and stock control * Knowledge of COSHH * Knowledge of using IT systems for records, repairs etc.. * Writing and reviewing risk assessments * To show iniative and plan and develop systems | | APP  APP/INT  APP  APP/INT |
| **Special Requirements**   * Commitment to support the school’s vision, values and ethos, maintaining high standards and expectations * Ability to use initiative * Ability to respnd to school based emergencies including security issues within and out of normal working hours * Ability to relate well to all stakeholders- children, staff, parents, governors and visitors. Be a team player. * Flexibility and a positive ‘can do’ attitude. * A commitment to continuing professional development | APP/INT  APP/INT  APP/INT  APP/INT  APP/INT  APP/INT | * Willingness to seek advice and support and respond to it constructively * To demonstrate excellent interpersonal skills * To report to Governors as appropriate | | APP/INT  APP/INT  APP/INT |

**Employee Specification Form**

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| These notes should be studied carefully before completing the form overleaf.  List the personal attributes required to fulfil the duties listed in the job description.  They must be:   1. set at a level appropriate to the work to be done and *not* higher than necessary 2. stated clearly and specifically 3. entirely job related   **Essential or Desirable**   1. Essential   Those requirements without which a candidate would be simply unable to do the job.  *Any candidate who does not meet the essential requirements must be rejected.*  Examples could be the possession of current driving licence or relevant qualification.   1. Desirable   Those requirements which are desirable, but not essential.  A candidate should not be rejected for failing to meet any single desirable requirement.  Examples for certain jobs could be local government experience or knowledge of new technology. | **Personal Attributes**   1. Qualifications   What qualifications, if any, should the postholder possess?  To what level   1. Experience   What experience, if any, is relevant?   1. Knowledge and Skills   Is there any knowledge (other than that covered by qualifications listed) or skills which are relevant? What should the postholder be able to do?  Do not list attributes which cannot be measured, eg “pleasant personality”, “flexible outlook”. Identify only what the postholder needs to do that requires him/her to be pleasant and flexible. Is it that the person needs to communicate effectively with callers (pleasant) or will need to work flexible hours (flexible).  Try to specify the levels of skills that are required, eg if numeracy is specified as a requirement, you should indicate the levels of skill, ie keeping records of petty cash or able to control and monitor substantial budgets.   1. Special Requirements   Are there any conditions of service which differ from the norm and with which the postholder must comply? eg live-in requirements, flexible working hours, weekend working.  **Stage Identified**  Indicate at which stage in the selection process the personal attribute is to be identified, eg application form, interview, tests, references, etc |