



## Employee Specification Form

|                      |                            |
|----------------------|----------------------------|
| Post Number          | GREAT MEOLS PRIMARY SCHOOL |
| Job Title            | Caretaker                  |
| Department           | Oak Trees MAT              |
| Prepared by and date | Headteacher, November 2025 |

| Essential Personal Attributes |                                                                                                                                                                                                                                                                                                                                                                                                     | Stage Identified        | Desirable Personal Attributes                                                                                                                                                                                                  | Stage Identified        |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| <b>Qualifications</b>         |                                                                                                                                                                                                                                                                                                                                                                                                     | Application             | <ul style="list-style-type: none"> <li>Relevant qualifications to support knowledge and understanding involved in the role</li> </ul>                                                                                          | Application             |
| <b>Experience</b>             | <ul style="list-style-type: none"> <li>Ability to operate alarm systems</li> <li>Ability to operate heating systems</li> <li>An understanding of and an ability to deliver excellent customer service to internal and external customers.</li> </ul>                                                                                                                                                | Application & Interview | <ul style="list-style-type: none"> <li>Key Holding Experience</li> <li>Experience of having responsibility for the security of the building</li> <li>Industrial cleaning experience</li> <li>Supervisory experience</li> </ul> | Application & Interview |
| <b>Knowledge and skills</b>   | <ul style="list-style-type: none"> <li>Porterage</li> <li>Competent D.I.Y skills</li> <li>A good working knowledge of Health &amp; Safety requirements.</li> <li>Knowledge and understanding of the requirements for the safety and well-being of pupils.</li> </ul>                                                                                                                                | Application & Interview | <ul style="list-style-type: none"> <li>Experience of ordering of materials and stock control</li> <li>The ability to formulate and follow a planned maintenance programme and co-ordinate external contractors.</li> </ul>     | Application & Interview |
| <b>Special Requirements</b>   | <ul style="list-style-type: none"> <li>Ability to work within a team.</li> <li>Effective interpersonal skills for communication with both adults &amp; children.</li> <li>Relate well to others.</li> <li>Ability to use initiative.</li> <li>Ability to respond to school based emergencies, including security issues out of normal working hours.</li> <li>To be flexible with hours.</li> </ul> | Application & Interview | <ul style="list-style-type: none"> <li>Involvement in community events held on the school site.</li> </ul>                                                                                                                     | Application & Interview |

NB. Candidates must meet essential requirements to apply.