



Employee Specification Form

Post Number	E205
Job Title	Assistant Caretaker – Band C
Department	Greasby Junior School
Prepared by and date	March 2026

Important – Study “Explanatory Notes” printed overleaf before completing form

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications <ul style="list-style-type: none"> Willingness to complete First Aid training qualification 		<ul style="list-style-type: none"> National Qualification Level 2 (or equivalent) in cleaning Health and Safety Training Safeguarding Training/knowledge First Aid Training/ First Aid Qualiification 	App App
Experience <ul style="list-style-type: none"> Working to procedures and standards Ensuring a clean, safe and healthy environment for staff and pupils Safe use and storage of equipment and materials. Working as part of a team Previous cleaning experience/keyholder responsibilities 	App/Int	<ul style="list-style-type: none"> Experience of working with children in a school/childcare setting or in a voluntary capacity 	App/Int
Knowledge and skills <ul style="list-style-type: none"> Knowledge of maintenance tasks including security checks and minor repairs Good interpersonal and communication skills Operating equipment and carrying out minor repair work Make decisions in relation to task allocation 	App/Int	<ul style="list-style-type: none"> Knowledge of health and safety issues 	App/Int
Special Requirements <ul style="list-style-type: none"> Escalates serious issues to senior staff Regular physical effort such as bending and stretching, pulling or pushing cleaning equipment Occasional intense effort required, such as moving furniture Keyholder for locking and unlocking of school premises Indoor and outdoor work Ability to use initiative 	App/Int	<ul style="list-style-type: none"> Ability and willingness to attend training course when required to do so. Supportive of our school values 	App/Int