

**Assistant Caretaker, Band E SCP 8-11 at Foxfield School, Wirral.**  
**Employee Specification Form**

<b>Essential Personal Attributes</b>	<b>Stage Identified</b>	<b>Desirable Personal Attributes</b>	<b>Stage Identified</b>
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Although no formal qualifications required a good basic level of education.</li> </ul>	Application Interview	<ul style="list-style-type: none"> <li>Trade relevant to the Post.</li> <li>First Aid Qualification.</li> <li>Pool Plant Operators Training, Certificate or Experience.</li> </ul>	Application Interview
<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> <li>Can follow procedures and instructions.</li> <li>Ability to work as part of a team.</li> </ul>	Application Interview	<ul style="list-style-type: none"> <li>Previous caretaking, maintenance or site experience.</li> <li>Keyholding experience.</li> <li>Responsibility for the security of the building.</li> <li>Ability to operate Pool Plant, perform regular Pool Maintenance and perform regular Pool testing.</li> <li>Experience of working within a school and ensuring pupil safety.</li> </ul>	Application Interview
<b>Knowledge and skills</b> <ul style="list-style-type: none"> <li>Porterage.</li> <li>D.I.Y. Skills.</li> </ul>	Application Interview	<ul style="list-style-type: none"> <li>Ordering of materials and stock control.</li> <li>Health and Safety.</li> <li>The ability to formulate and follow a planned maintenance schedule.</li> </ul>	Application Interview
<b>Special Requirements</b> <ul style="list-style-type: none"> <li>Good communication skills.</li> <li>Reliable and trustworthy.</li> </ul>	Application Interview	<ul style="list-style-type: none"> <li>Driving licence</li> </ul>	Application Interview

<ul style="list-style-type: none"><li>● An ability to work as part of a team.</li><li>● Commitment to Safeguarding through the ability to provide a caring, happy, safe and secure environment.</li><li>● Commitment to all aspects of school life.</li></ul>		<ul style="list-style-type: none"><li>● Foxfield School is open 7 days a week and Caretaker Cover is required throughout. Must be willing/able to cover weekends on a rolling programme during term-times.</li></ul>	
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