



Metropolitan Borough of Wirral

Employee Specification Form

Post Number	E229/21/04
Job Title	Assistant Caretaker
Department	Park Primary School
Prepared by and date	HT May 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"> Trade relevant to the post 	App/Int
Experience	<ul style="list-style-type: none"> Ability to operate alarm systems Ability to operate heating systems An understanding of and an ability to deliver excellent customer service to internal and external customers. Non domestic cleaning experience 	App/Int App/Int App/Int App/Int	<ul style="list-style-type: none"> Experience of Key Holding Responsibility for the security of the building Cleaning experience within an educational establishment Supervisory experience of other staff 	App/Int App/Int App/Int App/Int
Knowledge and skills	<ul style="list-style-type: none"> Porterage Competent D.I.Y skills A good working knowledge of Health & Safety Knowledge and understanding of the requirements for the safety and wellbeing of pupils and adults 	App/Int App/Int App/Int App/Int	<ul style="list-style-type: none"> Ordering of materials and stock control The ability to formulate and follow a planned maintenance programme and co-ordinate external contractors. 	App/Int App/Int
Special Requirements	<ul style="list-style-type: none"> Ability to work effectively within a team. Effective interpersonal skills for communication with both adults & children. Ability to relate well to others. Ability to use own initiative. Ability to respond to school based emergencies, including security issues out of normal working hours. Ability to be flexible with hours. Flexibility to provide overtime cover for evening meetings and school events. 	App/Int App/Int App/Int App/Int App/Int App/Int	<ul style="list-style-type: none"> Willingness to be involved in community events held on the school site. 	App/Int