

School Caretaker: Person Specification

The Diocese of Norwich Education and Academies Trust are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	Academy Headteacher and School Business Manager
Grade	Scale C Point 3-4 to be pro rata'd
Hours	37hrs with cleaning duties Term time +6 weeks or 30 hours without cleaning duties Term time + 4 weeks
Location	Based at the Dereham CofE Junior Academy. You may be required to travel to undertake work at academies and sites within or serviced by the Diocese of Norwich Education and Academies Trust as needed.

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	Competent in understanding, reading and writing in English and understand, read and calculate basic Maths	5 GCSEs (Grade A* - C / 4 – 9) or equivalent including English and Maths - Knowledge of Health and Safety, COSHH, ladders and manual handling training	Application form & Interview Certificates
Skills and Abilities	- Able to follow the Trust's safeguarding procedures and recognise when to report any concerns - Have basic IT skills and be able to use software programmes (e.g. Word, Excel, Gmail) - Effective oral/written communication skills - Good organisation and time management skills - Ability to prioritise and organise work commitments - Attention to detail when undertaking duties. - Ability to work independently and as a team, with minimum supervision to resolve problems - Ability to work under pressure and to tight deadlines - Basic gardening and / or grounds maintenance skills - Flexible approach to work	- Proficient in the technical aspects of the post - Be able to multi-task and work under pressure - Able to work with minimum supervision and use their own initiative - Manage budgets and undertake research for best prices/solutions	Application Form & Interview

	Competently complete repairs and maintenance to a high standard		
Experience	- Some experience in any of the following areas: - General maintenance - Plumbing - Carpentry - Painting/decorating - Some experience of using cleaning materials in a work environment	- At least 1yr of caretaking experience - Experience of working in schools - Experience carrying out risk assessments and/or using a compliance system	Application Form & Interview
Knowledge and understanding	- The responsibility of every individual for safeguarding and promoting the welfare of children - Know the basic principles of site management and building compliance - Some understanding of Health and Safety regulations and procedures - Safe working procedures with regards to chemicals and equipment - Following lone working practices	- Good knowledge of security, heating and other building systems - To have an understanding of the structure and operation of a school - Able to anticipate and reduce risk where possible, making suggestions for improvements	Application Form & Interview
Other requirements	- A professional role model who is committed to their own professional development - Committed to and able to promote the aims of the academy and the values of the Trust. - Clean driving license - Own transport available for occasional business use - Able to work calmly under pressure and withstand stress - Able to work flexibly - Awareness of the responsibilities of working in an environment with young people - Positive attitude to work - Professional at all times	- Awareness of environmental and sustainability strategies - Eagerness to fault find, source parts and complete repairs within the scope of the role	Application Form & Interview

Person specification reviewed by:

Date: