



Pocklington Community Junior School

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www.pocklingtonjuniors.co.uk

Caretaker Person Specification

Knowledge

- Some knowledge of the main Health & Safety Regulations and good practices and how they apply in a school environment is desirable but the main criterion is willingness to work within these regulations and to learn.

Experience

- Experience of undertaking a range of caretaking and cleaning duties
- Experience of security; locking up procedures and alarms
- Previous line management desirable as supervisor to cleaning team
- Experience of working as a team
- Experience of keeping work records
- Working in a school/college environment would be an advantage

Skills & Abilities

- The ability to undertake a range of caretaking and cleaning duties
- Practical skills to effect minor repairs
- Ability to cope with changing demands
- Excellent organisation and time management skills
- Line management skills as will be responsible for the supervision of cleaning staff
- The ability for some heavy lifting and working at heights (guttering / light bulb changes) - training provided
- The ability to work effectively and supportively as a member of the school team
- The ability to identify work priorities, whilst ensuring that lower priority work is kept up to date
- The ability to act on own initiative and dealing with any unexpected problems that arise
- Demonstration of good inter-personal skills and project a positive image of the school
- Basic IT and organisational skills, including recording of all maintenance records, would be an advantage
- The ability to maintain confidentiality on all school matters
- The ability to remain calm, enthusiastic and have flexible approach to their work

Personal Qualities

- Highly self-motivated
- The willingness to participate in training and development opportunities to further knowledge
- The post holder will require a calm, enthusiastic and flexible approach to their work
- Shows an understanding of the school's priority: to safeguard pupils and staff
- To get on well with colleagues, children and the public
- Willingness to work longer hours to cover holiday & other sickness absence (overtime rates would be payable)