

Harting CE Primary School

Part of the Weald and Downland Schools Federation



Caretaker/Premises Officer

Person Specification

January 2023

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and training		<ul style="list-style-type: none">➤ Building / maintenance certificates eg. City & Guilds, NVQs, Cleaning Science Certificate, or proven past experience➤ Ladder training➤ Manual handling training➤ Control of contractors➤ COSSH➤ (this training can be arranged for a suitable candidate)
Experience/ Skills and knowledge	<ul style="list-style-type: none">➤ Knowledge and practical experience of DIY and/or building maintenance➤ Cleaning knowledge/ skills➤ Experience of external site management.	<ul style="list-style-type: none">➤ Experience of supervising the work of others➤ Basic plumbing➤ Knowledge of health and safety procedures➤ Building trade experience➤ Competent use of ICT
Personal qualities	<ul style="list-style-type: none">➤ Friendly, helpful and kind➤ Willing to be flexible with hours and duties➤ Self-motivated and hard working➤ Good organisational and time management skills➤ Effective communicator	