

## St Mark's Catholic School – Caretaker

### Person Specification

Requirement	Essential	Desirable	How Assessed
<b>Qualifications</b>	Basic literacy and numeracy	NVQ or similar qualification in maintenance, caretaking, or facilities management	Application form / Certificates
<b>Experience</b>	Good DIY skills.	Knowledge of the building trade.	Application form / Interview
<b>Physical</b>	<p>Ability to undertake all the physical aspects of the post.</p> <p>Ability to move and use domestic and industrial type cleaning equipment. (Polishers, vacuum cleaners etc)</p> <p>Ability to use hand tools and power tools safely and effectively.</p>	Ability to work at height using ladders and low-level mobile towers.	Application form / Interview
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>- Practical maintenance and repair skills</li> <li>- Ability to use basic tools and equipment safely</li> <li>- Competent in basic health &amp; safety procedures</li> <li>- Ability to follow instructions and work independently</li> </ul>	<ul style="list-style-type: none"> <li>- Knowledge of heating, plumbing, or electrical systems</li> <li>- Basic IT skills for reporting/monitoring</li> <li>- Knowledge of Health and Safety at work and best working practices.</li> </ul>	Application form / Interview / Practical Test (if applicable)
<b>Personal Qualities</b>	- Reliable, trustworthy, and punctual	- Proactive approach to problem-solving	Interview / References

	<ul style="list-style-type: none"> <li>- Flexible and adaptable</li> <li>- Physically fit to perform tasks</li> <li>- Strong work ethic and pride in maintaining high standards</li> </ul>		
<b>Communication</b>	<ul style="list-style-type: none"> <li>- Able to communicate effectively with staff, students, and visitors</li> <li>- Polite, professional, and approachable</li> </ul>	<ul style="list-style-type: none"> <li>- Experience liaising with contractors or external service providers</li> </ul>	Application form / Interview
<b>Values &amp; Ethos</b>	<ul style="list-style-type: none"> <li>- Supportive of the Catholic ethos of the school</li> <li>- Commitment to safeguarding and promoting the welfare of children</li> </ul>	<ul style="list-style-type: none"> <li>- Active participation in school community events</li> </ul>	Interview / References
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>- Willingness to work flexible hours, including occasional evenings or weekends</li> </ul>	<ul style="list-style-type: none"> <li>- First aid qualification</li> </ul>	Interview / References / Certificates