

St Mark's Catholic School – Caretaker

Person Specification

Requirement	Essential	Desirable	How Assessed
Qualifications	Basic literacy and numeracy	NVQ or similar qualification in maintenance, caretaking, or facilities management	Application form / Certificates
Experience	Good DIY skills.	Knowledge of the building trade.	Application form / Interview
Physical	<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
Skills & Abilities	<ul style="list-style-type: none"> - Practical maintenance and repair skills - Ability to use basic tools and equipment safely - Competent in basic health & safety procedures - Ability to follow instructions and work independently 	<ul style="list-style-type: none"> - Knowledge of heating, plumbing, or electrical systems - Basic IT skills for reporting/monitoring <p>Knowledge of Health and Safety at work and best working practices.</p>	Application form / Interview / Practical Test (if applicable)
Personal Qualities	- Reliable, trustworthy, and punctual	- Proactive approach to problem-solving	Interview / References

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