



HARRYTOWN CATHOLIC HIGH SCHOOL

Caretaker - PERSON SPECIFICATION

	Essential	Desirable	How Identified
Qualifications/ Training		<ul style="list-style-type: none"> Health and Safety Qualification Recognised training/qualifications associated with buildings or premises management 	Interview/ Application
Experience	<ul style="list-style-type: none"> Experience working as part of a team Experience working collectively towards shared goals/targets 	<ul style="list-style-type: none"> Experience working in a education establishment Experience working in a site, grounds maintenance or equivalent role 	Interview/ Application
Skills	<ul style="list-style-type: none"> Positive can-do attitude Good time management 	<ul style="list-style-type: none"> Skills related to site, grounds maintenance or building repairs Skills in the use of tools and machinery relevant to site or grounds maintenance 	Application
Knowledge & Understanding	<ul style="list-style-type: none"> Able to demonstrate an understanding of safeguarding 	<ul style="list-style-type: none"> Understand the complexities of school sites/buildings 	Interview/ Application
Additional qualities	<ul style="list-style-type: none"> Ability to stay positive Good sense of humour Be able and willing to work in a school context 	<ul style="list-style-type: none"> Play an active part in the wider school community A practising Catholic with a supportive faith reference 	Interview/ Application

The main purpose of the competencies is to define the standards of behaviour and conduct required by the organisation. All employees are expected to perform satisfactorily to the generic employee competencies that are reviewed as part of the school performance/appraisal and development review scheme for all employees.

Competency	Definition
Communicating Effectively	<ul style="list-style-type: none"> Communicate effectively face to face, by telephone or written word with a diverse range of people Make effective use of new technology in communications contribution
Being customer focussed	<ul style="list-style-type: none"> Provide excellent customer service Develop and maintain positive working relationships with customers

	<ul style="list-style-type: none"> • Contribute to the continual improvement of services
Effective Team Working	<ul style="list-style-type: none"> • Develop and maintain positive working relationships with other team members • Develop positive working relationships with other teams both within and outside the organisation (e.g colleagues in the voluntary sector or health service) • Contribute to the achievement of team goals
Personal Organisation & Effectiveness	<ul style="list-style-type: none"> • Achieve personal objectives on time and to the agreed standard whilst having consideration for the effect on others
Personal Development	<ul style="list-style-type: none"> • Take responsibility for the development and learning of self and others
Making the most of Information and Communications Technology	<ul style="list-style-type: none"> • Operate all technology necessary for the job role