



Cambridge Primary Education Trust (CPET) is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This appointment is subject to an Enhanced DBS check and references.

| <b>Role: Caretaker</b>                  |  | <b>Closing Date:</b><br><b>13/06/2019</b>  |   |
|---|--|--|---|
| <b>Name of Applicant:</b>               |  | <b>Date:</b>   |   |
| <b>Name(s) of persons shortlisting:</b> |  |  |   |
| <b>CRITERIA</b>                         | <b>PERSON SPECIFICATION</b>  | <b>Essential</b>   | <b>Desirable</b>  |
| <b>Qualifications</b>                   | <ul style="list-style-type: none"> <li>A current valid driving licence</li> </ul>  | ✓  |   |
| <b>Work Experience</b>                  | <ul style="list-style-type: none"> <li>Experience of working in a school or college environment</li> <li>Experience of working in building/property maintenance</li> <li>Has had experience of managing staff/working with contractors</li> </ul>  |  | <ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul> |
| <b>Knowledge, Skills and Abilities</b>  | <ul style="list-style-type: none"> <li>An understanding of the importance of health and safety.</li> <li>A knowledge and understanding of regulations and procedures including fire regulations, risk assessments, working at heights, PAT testing.</li> <li>A knowledge and understanding of specific premises issues e.g. security systems, heating systems.</li> <li>Is able to safely carry out a range of everyday DIY jobs.</li> <li>Is able to safely use basic power tools and other equipment to make minor repairs and improvements.</li> <li>Is able to devise a suitable record-keeping system for supplies</li> <li>Has an understanding of different cleaning methods</li> <li>Is able to deal with emergencies and unexpected events in a calm, safe and systematic manner.</li> <li>Is able to communicate effectively (both orally and in writing)</li> <li>Is IT literate and able to use computer software packages.</li> <li>Is able to devise a suitable record-keeping system for monitoring expenditure and stock levels.</li> <li>Is prepared to undertake further training, where necessary.</li> </ul> | <ul style="list-style-type: none"> <li>✓</li> </ul> |   |
| <b>Personal Qualities</b>               | <ul style="list-style-type: none"> <li>Is suitable to work around children and young people</li> <li>Is able to work effectively with people from a wide range of levels and with different responsibilities.</li> <li>Is physically able to carry out portorage duties.</li> <li>Is able to prioritize daily workload and respond quickly to unexpected needs.</li> <li>Is able to use own initiative within the boundaries of the post.</li> <li>Is resilient in managing interruptions.</li> <li>Is able to work additional hours, if need arises.</li> </ul>   | <ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>  |   |
| <b>Interview: YES/NO</b>                |  | <b>Signature:</b>  |   |
| <b>If no, please give reason:</b>       |  | <b>Date:</b>   |   |