

# Our Lady of Lourdes Catholic Primary Academy

Part of The Blessed Peter Snow Catholic Academy Trust



## EMPLOYEE SPECIFICATION

**JOB TITLE:** Senior Caretaker / Site Manager

**GRADE:** 8

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<p>Basic training and/or sound experience in one or more of the following: general maintenance, plumbing, electrical/building maintenance, heating systems, grounds work, carpentry</p> <p>Computer literate with good working knowledge of ICT including using the internet and Microsoft office suite.</p>	<p>City &amp; Guilds / NVQ 2 or equivalent in Plumbing / Electrics / Carpentry / Painting / Plastering / Heating</p> <p>Have worked in an environment using similar skills</p> <p>Experience or expertise in DIY</p> <p>Relevant qualification or training in First Aid and/or Health &amp; Safety</p>
<b>EXPERIENCE</b>	<p>Experience of working alongside people as part of a team</p> <p>An understanding that the needs and safety of the children and staff are of prime concern</p> <p>Work effectively both independently and as part of a team</p> <p>An awareness of the need for strict hygiene and cleaning standards</p>	<p>Experience of primary school caretaking</p> <p>Working in a school environment/site management</p>
<b>SKILLS</b>	<p>Good organisational skills</p> <p>Ability to prioritise, plan, schedule and meet deadlines and evaluate work</p> <p>Ability to be proactive and work on own initiative and manage own workload, within a budget</p> <p>Ability to manage a small team and work amongst other site managers / caretakers within the Trust.</p> <p>Commitment to the security and wellbeing of the school</p> <p>A willingness to undertake as necessary training in all aspects of the job including health and safety</p> <p>Good written and verbal communication skills</p> <p>Ability to drive and hold a clean driving licence</p>	<p>Experience of security systems</p> <p>Some evidence of administration skills e.g. Record keeping, time sheets etc.</p> <p>Knowledge and experience of Health and Safety regulations</p> <p>An understanding of committee and meetings procedures</p> <p>Ability to manage a team including allocation of work and performance management.</p>

	<p>Competent at general maintenance</p> <p>Attention to detail</p> <p>Ability to deliver targets / projects</p>	
<b>PERSONAL CHARACTERISTICS</b>	<p>Enthusiasm</p> <p>Demonstrates excellent social skills</p> <p>Sense of humour</p> <p>Flexibility</p> <p>To be a proactive member of the school community</p> <p>Hard-working</p> <p>Ability &amp; willingness to work occasion evenings.</p> <p>Ability &amp; willingness to attend out of hours alarm call outs.</p> <p>Common sense and initiative</p> <p>Ability and commitment to contribute fully to the tasks in school</p> <p>To uphold the ethos of our school</p> <p>Willingness to undertake an enhanced Disclosure and Barring Service check. <b>Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.</b></p>	<p>An interest in professional self-development</p> <p>A willingness to contribute to the wider life of the school</p>
<b>Physical Requirements</b>	<p>Fit and able to carry out duties</p> <p>Ability to work at high levels with appropriate equipment</p> <p>Ability to deal with manual handling</p>	

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form. You must meet all the essential criteria on day one to be able to do the job and if you meet any desirable criteria, this would be an additional bonus.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.