Holmfirth J I & N School - Kirklees Council

EMPLOYEE SPECIFICATION

DIRECTORATE: **Children & Young People** **SECTION:** **All Schools Model**

JOB TITLE: **Caretaker (7)** **GRADE: 7**

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	**RELEVANT EXPERIENCE**	1.1	Previous experience of caretaking, or a job which includes similar duties.	Application Form/ Selection Process	B
		1.2	Experience of supervising staff.	Application Form/ Selection Process	B
2.	**EDUCATION AND TRAINING ATTAINMENTS**	2.1	Manual Handling training.	Application Form/ Selection Process/ Certificates	B
3.	**GENERAL AND SPECIAL KNOWLEDGE**	3.1	Understanding of H.A.S.A.W. and C.O.S.H.H.	Application Form/ Selection Process	A
		3.2	Knowledge of effective caretaking and cleaning practices and procedures.	Application form/ Selection Process	B
		3.3	Familiarity with heating boiler operation and safety.	Selection Process	C
		3.4	Knowledge of and commitment to the Local Authority's Equality and Diversity Policy and how it relates to the duties of the job.	Selection Process	B
		3.5	Knowledge of health and safety working practices.	Selection Process	B
	ATTRIBUTES		**RELEVANT CRITERIA**	**HOW IDENTIFIED**	**RANK**
4.	**SKILLS AND ABILITIES**	4.1	Practical skills and ability to carry out basic repairs/maintenance.	Selection Process	A
		4.2	Ability to work effectively as both part of a team and as an individual.	Selection Process	A
		4.3	Literacy skills sufficient to be able to complete basic paperwork (eg	Selection Process	B

			wage sheets, order forms etc).		
		4.4	Ability to communicate effectively with staff and members of the public.	Application Form/ Selection Process	A
		4.5	Ability to prioritise work.	Application Form/ Selection Process	A
		4.6	Ability to supervise a team including allocation of work and performance management.	Application Form/ Selection Process	B
5.	**ANY ADDITIONAL FACTORS**	5.1	Ability to work occasional evenings.	Selection Process	B
		5.2	Ability to move heavy furniture, equipment etc.	Selection Process	A
		5.3	Ability to attend out of hours alarm call-outs.	Selection Process	A
		5.4	Commitment to undertake continued training and development.	Selection Process	A
		5.5	Willingness to undertake an enhanced Disclosure and Barring Service check. **Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.**	Application Form/ Selection Process	A

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 criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C 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.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.

ES Reference No	CA07
ES Prepared/Amended	JAN 2015
Refers to Estab(s)	