

St Peter Catholic Academy Trust



St. Ethelbert's Catholic Primary School and Nursery



'Learning, achieving and growing together with Jesus'

Diocese of Northampton

Headteacher: Mrs F. Maynard

Wexham Road, Slough, Berkshire SL2 5QR

Telephone: 01753 522048 Fax: 01753 552613

post@stethelberts.slough.sch.uk

PERSON SPECIFICATION: ASSISTANT CARETAKER

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Good standard of written and spoken English.• Good standard of numeracy skills.• IOSHH and COSHH qualification.	<ul style="list-style-type: none">• Good general level of education.• NVQ qualifications in a related area.• Awareness and knowledge of health and safety, manual handling and lifting techniques and regulations.
Experience	<ul style="list-style-type: none">• Experience of caretaking or working within a similar service based environment.	<ul style="list-style-type: none">• Willing and able to participate in training and development courses and obtain relevant certification for the role.• Willing to learn computer packages.

St Ethelbert's Catholic Primary School and Nursery has a commitment to safeguarding, and the welfare and wellbeing of children.

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where every child is a storyteller



St Ethelbert's Catholic Primary School and Nursery is part of The St Peter Catholic Academy Trust which is a charitable company limited by guarantee registered in England and Wales (registered number 10435919). Registered office: Shaggy Calf Lane, Slough, Berkshire. SL2 5 HW.

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	<ul style="list-style-type: none"> • Used commercial cleaning and different cleaning materials and techniques. • Planned cleaning schedule over a period of more than 1 annual cycle. • Have performed Health and Safety and Hygiene checks and maintained appropriate logs and records. • Have applied manual handling, COSHH and Legionella regulations. • IT literate. 	
Knowledge	<ul style="list-style-type: none"> • Knowledge and ability to use correct and appropriate chemicals and cleaning products in designated areas. E.g. kitchen area, toilets. • Able to place order and keep record of stock control. Re-order materials as necessary. • Able to operate the security, lighting and heating systems. • Able to undertake simple maintenance tasks including basic general D.I.Y skills with a practical approach to building maintenance and the ability to manage risks. • Used manual handling procedures. 	
Attitudes / skills	<ul style="list-style-type: none"> • Excellent interpersonal skills • Able to follow instructions. • Able to communicate effectively with colleagues, visitors, parents and pupils. • A commitment to equality of opportunity. • Able to work on initiative within a framework of direction. Can take remedial action where hazards are identified. • Able to work within a team and independently. • Ability to understand and apply regulations such as Health and Safety. 	
Personal attributes	<ul style="list-style-type: none"> • Supportive of the Catholic ethos of the school • Physically able to lift and move heavy equipment. • Fit and able to work at heights, if required. • Ability to remain calm and positive whatever the situation 	<ul style="list-style-type: none"> • A keen sense of humour and a positive attitude to life

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	<ul style="list-style-type: none">• A “can-do” attitude where you want to make the difference• Set high professional standards and personal integrity.• Self-motivated, flexible and able to use own initiative to prioritise multiple tasks, meet deadlines and make decisions in emergencies; also willing to ask for help if needed.• Show tact and confidentiality• Clear understanding of statutory duty regarding safeguarding of children.• Regard for fundamental British values of democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.• Flexibility to adjust to any changes in job duties as required.	
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