

Enmore Church of England Primary School

'Those who are taught here must
go out and teach others'

Rev J. Poole, Founder, 1810



'I have set you an example that you
should do as I have done for you.'

John 13: 15

Enmore C of E Primary School Enmore,

CARETAKER/ODD-JOB PERSON – Person Specification

ESSENTIAL	DESIRABLE
Personal Qualities	
Takes pride in own work and demonstrates commitment to the school	
Reliable and punctual	
Able to communicate with others and relate well to them	
Flexible, or order to meet the day to day needs of the school	
Good organisational skills	
Commitment to safeguarding the welfare of all children	
Skills and Knowledge	
Ability to achieve and maintain very high standards of presentation	
Ability to prioritise and manage time efficiently	
Experience of routine maintenance (may be in a domestic setting)	Experience of caretaking within a school setting or similar
Ability to work within Health and Safety guidelines and willingness to undertake training if required	Up-to-date knowledge of safe working practices and legislation
Ability to regularly handle/carry heavy items	
Ability to keep basic records and complete forms	
Ability to communicate in writing	
Ability to undertake maintenance/DIY to a high standards	A professional qualification in a related trade
Ability to use ICT effectively especially Word, Excel and E-mail systems	