

HEARTS Academy Trust

Caretaker Person Specification

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of caretaking and/or buildings maintenance/security
	Knowledge of relevant policies and procedures	General understanding of the operation of a school and Trust Knowledge of First Aid
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake general mathematical calculations
	ICT and Technology	Good knowledge of security, heating plant and other building systems Ability to undertake DIY tasks
Communication	Written	Ability to complete forms, write letters and reports and compose business emails
	Verbal	Ability to exchange routine verbal information clearly in English with children and adults Confidence to contribute in meetings
	Languages	Ability to exchange complex verbal information in clear English
	Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges
Working with children	Behaviour Management	Understand the school's behaviour management policy
	SEND	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Wellbeing	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults

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Registered office: HEARTS House, 2 Mount Road, Wickford, Essex SS11 8HE



Stambidge
Primary School and Nursery



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	Team work	Ability to work effectively and contribute to the work of a team
	Information	Contribute to the development and implementation of effective systems to share information
Responsibilities	Organisational skills	Able to prioritise and manage workload Ability to remain calm under pressure
	Line Management	Ability to supervise and monitor the work of others
	Time Management	Ability to manage own time effectively Demonstrate a flexible approach
	Creativity	Demonstrate ability to resolve complex problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance