

Person Specification

Role	Out of Hours Caretaker	Last Reviewed	February 2025
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Importance of a Person Specification

When shortlisting, the below criteria will be assessed as either *Essential (E)* or *Desirable (D)*. These criteria are reviewed throughout the selection process and will be considered if there is evidence in your *Application Form (AF)*, your *Supporting Statement (SS)* or if we further our criteria seeking at the *interview stage (I)*. Your application form therefore needs to identify and provide some examples of how and why you feel you can demonstrate some or all of the criteria below.

JE	Criteria	Essential / Desirable	How Assessed
	Personal Qualities		
II2	Ability to organise your workload and prioritise accordingly	E	AF/SS/I
IC2	Good interpersonal skills	E	AF/I
	Ability to work as part of a team and on your own	E	AF
IC2	Ability to provide information and guidance to a variety of audiences	D	AF
MC2	The ability to multi-task and prioritise	E	I
MC2	Good data entry skills	E	SS/I
	Knowledge & Skills		
AS2	Basic analytical skills	E	AF/SS/I
PS5	Very high precision skills to undertake routine duties	E	AF/SS
	Working familiarity with the types of tools and machines likely to be found in the workshop environment	D	AF/SS
	Understanding of the safe working practices in a school environment	D	AF/SS
K3	Good literacy and numeracy skills required	E	AF/SS
	Technical		
	Proficient in IT programmes including Word, Excel and databases	E	AF/SS/I
E1	Working in a school based environment	D	AF/SS
	Experience		
PD2	Ability to undertake considerable physical effort several times a day, e.g. lifting, carrying, bending, etc...	E	AF/SS/I
RPH2	Responsible for site security	E	AF/SS/I
	Qualifications		
	5 A*-C Grades GCSE including English and Math's	D	AF

	Valid, Clean Driving Licence	E	AF
	Health & Safety and First Aid Trained	D	AF/I
	Service		
	A commitment to working for the benefit of others	E	SS / I
	A commitment to working within the expectation outlined in the Catholic purpose of all job descriptions	E	SS / I