



# St Margaret's

Church of England Academy

London Road, Bowers Gifford, Basildon, Essex SS13 2DU

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Executive Headteacher: Miss S Finch  
Head of School: Mrs A Leonard

## Personal Specification Caretaker / Cleaner in Charge

### CARETAKER/CLEANER IN CHARGE (Primary) (Cleaner/caretaker 'D')

| General heading                        | Detail  | Examples  |
|--|---|---|
| <b>Qualifications &amp; Experience</b> | Specific qualifications & experience          | Experience of caretaking and/or buildings maintenance/security  |
|  | Knowledge of relevant policies and procedures | Knowledge of First Aid  |
|  | Literacy                                      | Good reading and writing skills   |
|  | Numeracy                                      | Ability to count and undertake general mathematical calculations  |
|  | Technology                                    | Good knowledge of security, heating plant and other building systems<br>Ability to undertake DIY tasks              |
| <b>Communication</b>                   | Written                                       | Ability to complete forms, write letters and reports  |
|  | Verbal  | Ability to exchange complex verbal information clearly  |
|  | Languages                                     | Seek support to overcome communication barriers with children and adults  |
|  | Negotiating                                   | Ability to negotiate effectively to achieve best outcomes<br>Ability to manage difficult or controversial exchanges |
| <b>Working with children</b>           | Behaviour Management                          | Understand the school's behaviour management policy   |

***'God's word is a lamp to guide our feet and a light for our path'  
Inspired by Psalm 119:105***

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|                            |                                 |  |
|----------------------------|---------------------------------|--|
|                            | SEN                             | 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 & Well being             | Understand and support the importance of physical and emotional wellbeing  |
| <b>Working with others</b> | 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 others                                 |
|                            | Team work                       | Ability to make an distinctive contribution to the work of the work a team   |
|                            | Information                     | Contribute to the development and implementation of effective systems to share information                         |
| <b>Responsibilities</b>    | Organisational skills           | Excellent organisational skills<br>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<br>Demonstrate a flexible approach  |
|                            | Creativity                      | Demonstrate ability to resolve complex problems independently  |
| <b>General</b>             | 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<br>Ability to effectively evaluate own performance |

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