St Margaret's
Church of England Academy

London Road, Bowers Gifford, Basildon, Essex SS13 2DU
Tel: 01268-552176
Email: admin.stmargarets@dcvst.org

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

Personal Specification
Cleaner with Keys

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	No specific experience required
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid
	Literacy	Basic reading skills
	Numeracy	Ability to count
	Technology	Ability to use general cleaning products
Communication	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to follow instructions
Working with children	Behaviour Management	Understand the school's behaviour management policy
	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
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 others
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information
Responsibilities	Organisational skills	Good organisational skills

'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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The Church of England in Essex and East London Diocese of Chelmsford
Vine Diocese of Chelmsford Vine Schools Trust
SCHOOL GAMES SILVER 2015/16

	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate ability to resolve routine problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role