



## Employee Specification Form

Post Number	
Job Title	Caretaker
Department	Bedford Drive Primary School
Prepared by and date	L Horton April 2025

Listed below are the **personal attributes** required to fulfil the duties listed in the Job Description.

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>Trades relevant to the post</li> </ul>	Application form and interview
<b>Experience</b> <ul style="list-style-type: none"> <li>Ability to operate systems including heating, alarms etc after appropriate training</li> <li>Delivering excellent customer service to internal and external customers</li> </ul>	Application form and interview	<ul style="list-style-type: none"> <li>Experience of carrying out a schedule of checks and inspections</li> <li>Experience of responsibility for the maintenance/security of a building</li> <li>Experience of working in a school environment</li> <li>Industrial cleaning experience</li> <li>Keyholding experience</li> </ul>	Application form and interview
<b>Knowledge and skills</b> <ul style="list-style-type: none"> <li>Excellent Communication and Interpersonal skills - the ability to work as part of a team and develop mutually respectful professional relationships with colleagues, parents, governors and the wider school community</li> <li>D.I.Y/property maintenance skills</li> </ul>	Application form and interview	<ul style="list-style-type: none"> <li>Working knowledge of Health and Safety and Fire regulations and procedures for public buildings</li> <li>Working knowledge of Safeguarding procedures</li> <li>The ability to formulate and follow a planned maintenance and compliance schedule</li> <li>Porterage</li> <li>Ordering of materials and stock control</li> </ul>	Application form and interview
<b>Special Requirements</b> <ul style="list-style-type: none"> <li>Flexibility of Hours - Ability to work additional hours to cover absence and during school holidays as and when required.</li> <li>Enjoyment of working with all ages of people, especially children</li> <li>Reliable and Trustworthy</li> <li>Able and willing to show initiative and problem solve</li> <li>Commitment to Safeguarding through the ability to provide a caring, happy, safe and secure environment.</li> <li>Ability to lone work</li> <li>Ability to undertake regular physical tasks and manual handling after training</li> </ul>	Application form and interview	<ul style="list-style-type: none"> <li>Willingness to participate in the wider life of the school</li> </ul>	Application form and interview

# Employee Specification Form – Guidance for Applicants

These guidance notes should be studied carefully before completing the Job Application Form (M05).

## **What is the purpose of an Employee Specification Form?**

The Employee Specification Form lists the personal attributes required to fulfil the duties listed in the Job Description (M03).

## **What are personal attributes?**

The personal attributes are the qualifications, experience, knowledge and skills and any special requirements that are required to be able to fulfil the duties of the post.

They are set at a level appropriate to the work to be done and *not* higher than necessary; stated clearly and specifically; and entirely job related.

## **What are essential personal attributes?**

These are the personal attributes without which a person would simply be unable to do the job.

Examples could be the possession of a current driving licence or a relevant qualification.

*Any applicant who does not meet all of the essential requirements will not be shortlisted (unless the stage identified is not at application).*

*Any Disabled applicant who meets all of the essential requirements **must** be shortlisted for interview.*

## **What are desirable attributes?**

These are the personal attributes which are desirable, but not essential.

Examples for certain jobs could be local government experience or knowledge of new technology.

*A candidate will not be rejected for failing to meet any single desirable requirement.*

## **What are the Stages Identified?**

These are the stages in the selection process that the personal attribute is to be identified, eg application form, interview, tests, references, etc.

## **How should I use the Employee Specification when completing my Job Application Form?**

You should refer to the personal attributes listed on the Employee Specification Form and use them to state clearly how you meet each of them on Section A4 of the Job Application Form (M05). You should start with the essential requirements and then the desirable requirements. You should also demonstrate how you meet them (give examples).

**Failure to state how you meet an essential requirement (if identified as Application stage) will result in you not being shortlisted for interview/the next stage.**