

## **Dulwich Hamlet Educational Trust**

### **The Belham Primary School**

#### **Part-time Evening Caretaker**



#### **PERSON SPECIFICATION**

##### **Qualifications and experience (desirable):**

- Experience of working in a school environment or premises role
- Experience of keyholder duties
- Qualification in Health and Safety

##### **Knowledge and skills:**

- Ability to work independently and on own initiative, dealing effectively with unforeseen problems as they arise
- Ability to operate security, fire alarm and other routine building systems
- Good basic literacy and numeracy; ability to complete basic forms and calculations
- Ability to establish and build good working relationships
- Know when, how and with whom to share information

##### **Personal qualities:**

- Ability to communicate effectively with staff and visitors
- Confident working without direct supervision
- A calm approach to solving problems
- Excellent timekeeping and attendance record
- Flexibility with working times, willing to assist when needed, sometimes at short notice
- High standards of personal appearance