



PENNY FIELD SCHOOL

Job Specification:

Essential Criteria	How Identified	Desirable Criteria	How identified
PERSONAL SKILLS & ATTRIBUTES			
Good numeracy/literacy skills	Application form and selection process	Maths and/or English Grades GCSE A-C or CSE level 1	Provide evidence by producing certificate
Use basic technology – computer, video, photocopier	Application form and selection process		
Ability to relate well to children and adults	Application form and selection process	To be able to use a variety of cleaning equipment	Application form and selection process
Ability to work constructively as part of a team	Application form and selection process		
Ability to maintain a safe, calm and happy approach	Application form and selection process		
KNOWLEDGE & UNDERSTANDING			
Working with or caring for children of relevant age	Application form and selection process	Appropriate knowledge of first aid	Application form
Ability to use toxic materials in the process of general cleaning	Application form and selection process		
Basic childcare and health and safety knowledge	Application form and selection process	To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.	Application form and selection process
QUALIFICATIONS/TRAINING			
Participate in development and training opportunities	Application form and selection process		
OTHER CONDITIONS			
Enhanced CRB Check			