



**BUCKINGHAM PREPARATORY SCHOOL**  
AN INDEPENDENT SCHOOL FOR BOYS

## ASSISTANT CARETAKER (PART-TIME)

### Person Specification

Selection criteria	Required	Desired
• Good communication skills	✓	
• Experience in the use of general cleaning equipment		✓
• Willing to drive the school mini bus as required – full clean driving licence essential. D1 Minibus Driver Licence desirable.	✓	
• Experience and ability of DIY/basic maintenance skills	✓	
• Ability to be able to carry out general repairs without guidance	✓	
• Ability to take on responsibility for the security of building & premises	✓	
• Ability to lift and carry items and set up equipment	✓	
• Willing to undertake garden maintenance		✓
• Willing to undertake basic hygiene and sanitary maintenance responsibilities	✓	
• Willingness to work as part of a team	✓	
• Ability to work to deadlines		✓
• Ability to use own initiative		✓
• Ability to manage own work effectively	✓	
• Ability to carry out health & safety reviews and maintain relevant records		✓
• Willing to work outside of normal hours if required	✓	
• Willing to undertake relevant training	✓	
• Practises equal opportunities in all aspects of the role and around the workplace in line with policy	✓	
• Understands the requirements of the school's Safeguarding and Children's welfare Policy and the personal responsibility that this brings	✓	