



# Princes Primary School

Selborne Street, Liverpool, L8 1YQ • Tel: 0151 709 2602 • Fax: 0151 709 2627

Email: [princes-ht@princes.liverpool.sch.uk](mailto:princes-ht@princes.liverpool.sch.uk) • [www.princesprimary.com](http://www.princesprimary.com) • Headteacher: Col Hughes

CATEGORY	ESSENTIAL	DESIRABLE
<b>Qualifications, Knowledge &amp; Experience</b>		
<ul style="list-style-type: none"> <li>3 GCSE's A* - C (or 4+) including English and Maths or equivalent</li> </ul>		X
<ul style="list-style-type: none"> <li>Good knowledge of Health and Safety regulations</li> </ul>	X	
<ul style="list-style-type: none"> <li>Experience of working to Policy and Procedures</li> </ul>	X	
<ul style="list-style-type: none"> <li>Experience of working with third party service providers</li> </ul>	X	
<ul style="list-style-type: none"> <li>Organised with good attention to detail and experience of managing electronic and paper filing systems</li> </ul>	X	
<ul style="list-style-type: none"> <li>Competent in the use of Microsoft Office applications including Excel and Word</li> </ul>		X
<ul style="list-style-type: none"> <li>Understanding of safer recruitment in a school context</li> </ul>		X
<ul style="list-style-type: none"> <li>Experience of working in a school or other educational setting</li> </ul>		X
<ul style="list-style-type: none"> <li>Experience in the following –               <ul style="list-style-type: none"> <li>Caretaking</li> <li>Building Maintenance</li> <li>Security, including alarm systems</li> <li>Cleaning Work</li> <li>Some DIY</li> <li>Working in a team</li> </ul> </li> </ul>	X	
<b>Skills, Abilities and Personal Qualities</b>		
<ul style="list-style-type: none"> <li>Ability to plan, organise and prioritise.</li> </ul>	X	
<ul style="list-style-type: none"> <li>Ability to cope effectively in a busy, demanding role</li> </ul>	X	
<ul style="list-style-type: none"> <li>Commitment to always maintaining confidentiality</li> </ul>	X	
<ul style="list-style-type: none"> <li>Ability to manage stakeholders and third-party service providers</li> </ul>	X	
<ul style="list-style-type: none"> <li>Excellent communication skills both oral and written</li> </ul>	X	
<ul style="list-style-type: none"> <li>Able to provide a high level of customer service to stakeholders</li> </ul>	X	
<ul style="list-style-type: none"> <li>Able to use own initiative within a busy, diverse team</li> </ul>	X	





# Princes Primary School

Selborne Street, Liverpool, L8 1YQ • Tel: 0151 709 2602 • Fax: 0151 709 2627

Email: [princes-ht@princes.liverpool.sch.uk](mailto:princes-ht@princes.liverpool.sch.uk) • [www.princesprimary.com](http://www.princesprimary.com) • Headteacher: Col Hughes

<ul style="list-style-type: none"> <li>Have a clear view of what constitutes effective management of staff and demonstrate practice consistent with the objectives and ethos of the school.</li> </ul>		X
<ul style="list-style-type: none"> <li>Ability to work flexibly, independently and as part of a team.</li> </ul>	X	
<ul style="list-style-type: none"> <li>Basic DIY Skills</li> </ul>	X	
<ul style="list-style-type: none"> <li>Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> </ul>	X	
<ul style="list-style-type: none"> <li>Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> </ul>	X	
<ul style="list-style-type: none"> <li>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school.</li> </ul>	X	
<ul style="list-style-type: none"> <li>Ability to work under pressure and prioritise effectively</li> </ul>		X
<ul style="list-style-type: none"> <li>Commitment to safeguarding and equality</li> </ul>	X	
<ul style="list-style-type: none"> <li>Embraces change well</li> </ul>		X
<ul style="list-style-type: none"> <li>Deals with difficult situations effectively</li> </ul>	X	
<ul style="list-style-type: none"> <li>Able to work flexibly and out of school hours as required</li> </ul>	X	
<ul style="list-style-type: none"> <li>Be reasonably fit to carry out the duties of the job</li> </ul>	X	
<ul style="list-style-type: none"> <li>Able to carry out some manual handling and lifting</li> </ul>	X	
<ul style="list-style-type: none"> <li>Able to carry out work at high levels using appropriate equipment</li> </ul>	X	
<b>Suitability to work with children</b>		
<ul style="list-style-type: none"> <li>Enhanced DBS clearance is required for this position</li> </ul>	X	



National Support School  
designated by  
National College for  
Teaching & Leadership

