



Person Specification

Site Maintenance Officer



Attributes	Essential	Desirable	How Identified
Relevant Experience	Practical experience of building / maintenance work with preferably a carpentry bias or background	Multi-trade / DIY experience Eg: plumbing, carpentry Experience of working in a school or similar commercial environment H&S training / knowledge	Application Form Interview
Personal Characteristics	Punctual, hardworking and committed Helpful, approachable and positive nature. Ability to stay calm; Proactive, adaptable and able to take ownership of tasks and work with minimal supervision Excellent time management, flexible, highly organised and able to multi-task and prioritise own work and that of others to meet deadlines interpersonal skills with children and adults		Application Form Interview
Knowledge & Skills	Knowledge and experience of basic site maintenance and safe and effective working practice	Knowledge of requirements and practices relating to H&S, such as asbestos, legionella, fire and building regulations CSCS Card Holder Ability to drive a mini-bus	Application Form Interview
Additional Factors	Right to Work in the UK Genuine desire to work in a school / with young people Physical fit and able to lift, carry, climb Able to work at height to clean appropriate areas e.g. gutters and inspect roofs etc The post holder must be committed to safeguarding and promoting the welfare of all students	D1 Driving Licence Willing and able to learn and operate new IT systems and databases and to undertake health and safety training;	