

## PERSON SPECIFICATION

### Vacant Position: Site Maintenance Officer

<u>REQUIREMENTS</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>EVIDENCE</u>
<b>QUALIFICATIONS and TRAINING</b>	<ul style="list-style-type: none"> <li>• Good command of English and basic maths</li> <li>• Computer literate</li> </ul>	<ul style="list-style-type: none"> <li>• Health and Safety</li> <li>• COSHH</li> <li>• Legionella</li> <li>• PAT testing</li> </ul>	Application/ Interview
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>• Clear knowledge and understanding of current guidance on the safeguarding and wellbeing of children</li> </ul>	<ul style="list-style-type: none"> <li>• Safeguarding Level 1</li> </ul>	Application/ Interview
<b>CHURCH SCHOOL DIMENSION</b>	<ul style="list-style-type: none"> <li>• Committed to supporting and promoting the Christian ethos and values of the school</li> </ul>	<ul style="list-style-type: none"> <li>• A practising Christian</li> </ul>	Reference/ interview
<b>INTERPERSONAL</b>	<ul style="list-style-type: none"> <li>• Cheerful, friendly, approachable and flexible</li> <li>• High levels of energy, enthusiasm and commitment</li> <li>• Sense of humour</li> <li>• A positive approach and the ability to problem solve</li> </ul>		Application/ Interview
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Practical maintenance and repairs of buildings and grounds</li> <li>• Decorating</li> <li>• Basic and specialist cleaning processes</li> <li>• Identifying and resolving issues and repairs</li> <li>• Health and Safety Policy and Procedure</li> <li>• Managing alarm Systems</li> <li>• Prioritising work</li> <li>• Liaising with contractors and overseeing work</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school</li> <li>• Experience of managing premises or maintenance environment including grounds maintenance</li> <li>• Maintaining and monitoring health and safety standards and procedures</li> <li>• Experience of managing, monitoring and overseeing engineering systems (heating, water heating)</li> <li>• Experience of managing staff (eg cleaners)</li> <li>• Gardening</li> </ul>	Application/ Interview/ Reference
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>• Effective communication</li> <li>• Use of initiative</li> <li>• Ability to work as part of a team</li> <li>• Self motivated</li> <li>• Good organisational skills</li> <li>• Efficient and accurate record keeping</li> <li>• Statutory regulations and health and safety checks</li> <li>• Excellent attendance and time keeping</li> <li>• Building, fire and health and safety regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of plumbing and electrics</li> <li>• Involvement in school and community events</li> </ul>	Application/ Interview/