

PERSON SPECIFICATION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is Enhanced Disclosure.

JOB TITLE: Site Maintenance Officer (Secondary School)

GRADE: 4

JOB REF: AAAE5328

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> Practical ability to use basic hand tools and monitor the use and control of cleaning machinery and equipment. 	<ul style="list-style-type: none"> IOSH – Managing safely accreditation First Aid qualification Manual Handling Ability to use a computer 	Application Form
Experience	<ul style="list-style-type: none"> Previous experience in general caretaking / maintenance / site duties. 	<ul style="list-style-type: none"> Experience of dealing with contractors 	Application Form and Interview
Job Related Knowledge	<ul style="list-style-type: none"> Able to implement and monitor sound routine maintenance working practices 	<ul style="list-style-type: none"> PAT Testing Knowledge of general school maintenance and cleaning procedures / methods Working Knowledge of Health and safety and COSHH. 	Application Form and Interview
Skills and Aptitudes	<ul style="list-style-type: none"> Proactive and able to work under own initiative and within a team Able to work under pressure to resolve reactive maintenance issues. Ensure Health and safety Standards are adhered to at all times. Friendly and welcoming to all students, staff, visitors and partners Patient Flexible 		Interview and references

	<ul style="list-style-type: none">• Reliable• Ability to lift heavy items• Excellent Time Management and well organised• Excellent attention to detail• Effective communicator – both written and verbal• Understands the confidential nature of the post• Sense of humourEmotionally Intelligent• Loyal to the school and supportive of the school's culture.• Approachable		
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