



PERSON SPECIFICATION

JOB TITLE	SENIOR SITE SERVICES OFFICER
GRADE	Grade G - £20,541 - £23,111 pa. Full time, all year round.
HOURS	37 hours a week. 8.00am – 4.00pm - Monday to Thursday and 8.00am – 3.30pm Friday Flexibility will be required to support the school during the school day and with evening lettings. Some weekend work may be required.

ATTRIBUTES	JOB REQUIREMENTS	ESSENTIAL (E) DESIRABLE (D)
Knowledge:	<ul style="list-style-type: none"> Knowledge of the main health and safety regulations including COSHH, risk assessment and how they apply in a school environment. Knowledge of moving and handling procedures Willingness to develop knowledge and use of ICT and to participate in development and training opportunities. Knowledge of technical aspects of equipment and specifications in order to undertake repair and maintenance work. Able to work at heights and with appropriate equipment e.g. scaffolding 	<p>A, I</p> <p>A, I A, I, R</p> <p>A, I</p> <p>A, I</p>

Skills and Abilities:	<ul style="list-style-type: none"> Able to liaise and communicate effectively with other staff on an interpersonal level in respect of duties to be performed and deadlines to be met. Administrative skills to be able to complete forms, read instructions, interpret and update manuals, write basic reports/messages for the Trust's Estates and Facilities Manager/headteacher including record keeping Numerical skills to check stock levels/deliveries/measure areas. Cash handling skills to undertake basic shopping for materials. Flexibility in carrying out tasks and work planning. Approachability in dealing with staff and requests. Able to accept instructions from supervisors identified. Able to use the telephone to process queries/complaints, pass on and receive information in an assertive but friendly manner to firms/other departments, recognising the importance of confidentiality. Able to follow recognised/agreed procedures and regulations in respect of duties to be performed on ordering/stores, lettings, heating, cleaning, janitorial issues in accordance with health and safety considerations and emergencies. 	<p>A, I, R</p> <p>A, I</p> <p>A, I A, I, R A, I, R A, I, R A, I, R</p> <p>A, I, R</p>
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	<ul style="list-style-type: none"> • Able to lift/move equipment/objects, clear site, undertake general manual tasks and hygienic tasks such as cleaning. • Able to undertake general handyperson tasks (not requiring skilled tradesperson) on plumbing, electrical (not related to main circuitry) building/plastering, carpentry, glazing. • Able to identify areas where repair/cleaning is required and is not up to standard expected. • Able to assimilate information on equipment and how to operate it. • Able to become involved in the life of the school and work with staff and children in a multi-cultural setting in the achievement of the school's aims. • Able to keep details confidential as required. • Able to manage alarm call outs/work split shifts. • Able to prioritise work and shift focus at short notice. • Able to develop good working relationships with all stakeholders in the Trust. • Able to accept potential for inconvenience caused by community use/call outs. • Able to undertake lettings, both in term time and out of term time. 	A,I A,I,R A,I A, I A, I, R A, I, R A, I, R A, I, R A, I, R A, I, R A, I
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Experience:	<ul style="list-style-type: none"> • Background of industrial environment or school or similar environment at craftsperson/ machinist/ maintenance/ labouring or similar level. 	A, I
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Educational:	<ul style="list-style-type: none"> • Good numeracy/literacy skills • NVQs or equivalent qualification desirable. 	A, I A
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Special Requirements:	<ul style="list-style-type: none"> • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A satisfactory disclosure and barring service check will be required prior to appointment. 	A, I, R
Safeguarding	<p>In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> • Motivation to work with children and young people; • Ability to form and maintain appropriate relationships and personal boundaries with children and young people; • Emotional resilience in working with challenging behaviours; and • Attitudes to use of authority and maintaining discipline. 	I

A = Application Form, I = Interviews, R = References

Date Reviewed: May 2018

Responsible to: Trust's Estates and Facilities Manager

Responsible for: Site Services Assistant (Assistant Caretaker)

Location: Kingsbury School

This Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment