



# HODGE HILL GIRLS' SCHOOL

"Educating tomorrow's women today"

## PERSON SPECIFICATION

Permanent, Full time, All Year Round

Monday - Fri 10.00am - 6.00pm

May include the occasional split shift, and some late night for evening events

**NAME:**

**POST:** Building Service Manager

**GRADE:** Grade 3

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications		City and Guilds (Cleaning Techniques). NEBSS Manual Supervisors Course	<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li><li>• Certification</li></ul>
Experience	Knowledge of IT. Experience in caretaking and cleaning work. Knowledge of maintenance and cleaning techniques. Organisation of work. Organisation and control of staff (where appropriate).	Knowledge and or experience of Site team's systems.  Experience of basic practical skills. Conversant with City council's Industrial Relations Practices.	<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li><li>• Test</li></ul>
Knowledge, Skills and Attributes	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b> . Self-reliant. Able to motivate self and staff.	Knowledge of COSHH or a willingness to attend training.  Knowledge of managing site health and safety.	<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li><li>• Test</li></ul>

	<p>Able to communicate with other members of staff.</p> <p>Flexible approach/ attitude.</p> <p>Able to deal with emergency situations.</p> <p>Able to accept instructions from Head teacher Site Manager as appropriate.</p>		
<b>Other</b>	<p>Commitment to equal opportunities.</p> <p>Available for duty as necessary during opening hours of establishment.</p>		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>

Compiled by: \_\_\_\_\_ DATE: \_\_\_\_\_

(Shortlisting/Interviewing Panel): \_\_\_\_\_ DATE: \_\_\_\_\_

**Hodge Hill Girls' School is committed to safeguarding and promoting the welfare of children and expect all staff and to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including: an enhanced DBS; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work. All applicants will be required to provide two suitable references.**

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S  
EQUAL OPPORTUNITIES POLICY.**