

**Qualifications (Essential Requirements)**

- GCSE Maths and English A-C
- NVQs or equivalent in relevant field(s)

**Experience (Essential Requirements)**

- Experience of facilities and personnel management
- Experience in DIY/practical skills
- Use of cleaning equipment
- Experience of management of security and IT systems
- Commitment to own professional development

**Skills and Abilities (Essential Requirements)**

- Flexibility and use of initiative to deal with unforeseen circumstances and the changing needs of the service
- A positive attitude towards making improvements in the school environment for the benefit of the school community and visitors
- Ability to undertake minor maintenance as and when required
- Ability to respond effectively and efficiently to health, safety and security requirements
- Ability to lift and carry heavy items
- Ability to manage staff

**In addition the successful candidate will need:**

- Literacy, Numeracy and IT skills of a sufficient standard to perform the duties listed on the job description
- Experience of managing staff and dealing with employment issues
- Good communication skills
- Has an up to date knowledge of relevant legislation and guidance in relation to working with and the protection of children and young people
- Understanding and commitment to Equal Opportunities
- Substantial knowledge of current legislation relating to appropriate Health & Safety procedures under the Health and Safety At Work Act (1974)
- A positive and flexible mental attitude
- A sense of humour
- Loyalty
- Flexibility