

Person Specification		
Assessed by application (A) Assessed by the recruitment process (R)		
Criteria	Essential	Desirable
Qualifications		
Basic training in one or more of the following: plumbing, general and grounds maintenance, electrical/building maintenance, heating systems, decorating (or sound experience of the same)	A	
IOSH Health and Safety training.		A
Good level of literacy, numeracy and ICT skills	A	
First aid and minibus driving qualification		A
Experience		
Experience of working in a school or other site management role		AR
Considerable DIY experience at the level of minor maintenance	AR	
Experience of overseeing works eg contractors, cleaners and of undertaking responsibility for the care and maintenance of the site		AR
Experience in handling the various tools and equipment required for maintenance work.	R	
Skills, abilities and knowledge		
Knowledge and understanding of the key issues relating to site management.	R	
Ability to work to tight deadlines with the minimum of supervision.	R	
Ability for some heavy lifting, a requirement of physical fitness appropriate to the tasks required	AR	
Ability to manage a rolling programme of maintenance.	AR	
Ability to manage a staff team effectively.	R	
A good understanding of Health and Safety requirements and knowledge of maintenance and security systems and procedures.	AR	

Person Specification		
Assessed by application (A) Assessed by the recruitment process (R)		
Criteria	Essential	Desirable
Knowledge and understanding of Building Management Systems and the ability to use IT to manage these systems.	AR	
Personal Characteristics		
Excellent communication skills, both written and verbal	AR	
Ability to work under pressure and remain calm in difficult situations	AR	
Ability to plan own workload and be aware of other colleagues workloads, to prioritise accordingly and have a pragmatic approach to problem solving to meet the requirements of the Academy	AR	
Eager to learn new skills and develop professionally	R	
To use discretion and understand the importance of confidentiality	R	
Ability to recognise and maintain appropriate boundaries with students	AR	
Understanding of and commitment to all policies and procedures relating to safeguarding.	AR	