

PERSON SPECIFICATION

Vacant Position: Site Maintenance Officer

<u>REQUIREMENTS</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>EVIDENCE</u>
QUALIFICATIONS and TRAINING	<ul style="list-style-type: none"> • Good command of English and basic maths • Computer literate 	<ul style="list-style-type: none"> • Health and Safety • COSHH • Legionella • PAT testing 	Application/ Interview
SAFEGUARDING	<ul style="list-style-type: none"> • Clear knowledge and understanding of current guidance on the safeguarding and wellbeing of children 	<ul style="list-style-type: none"> • Safeguarding Level 1 	Application/ Interview
CHURCH SCHOOL DIMENSION	<ul style="list-style-type: none"> • Committed to supporting and promoting the Christian ethos and values of the school 	<ul style="list-style-type: none"> • A practising Christian 	Reference/ interview
INTERPERSONAL	<ul style="list-style-type: none"> • Cheerful, friendly, approachable and flexible • High levels of energy, enthusiasm and commitment • Sense of humour • A positive approach and the ability to problem solve 		Application/ Interview
EXPERIENCE	<ul style="list-style-type: none"> • Practical maintenance and repairs of buildings and grounds • Decorating • Basic and specialist cleaning processes • Identifying and resolving issues and repairs • Health and Safety Policy and Procedure • Managing alarm Systems • Prioritising work • Liaising with contractors and overseeing work 	<ul style="list-style-type: none"> • Experience of working in a school • Experience of managing premises or maintenance environment including grounds maintenance • Maintaining and monitoring health and safety standards and procedures • Experience of managing, monitoring and overseeing engineering systems (heating, water heating) • Gardening 	Application/ Interview/ Reference
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Effective communication • Use of initiative • Ability to work as part of a team • Self motivated • Good organisational skills • Efficient and accurate record keeping • Statutory regulations and health and safety checks • Excellent attendance and time keeping • Building, fire and health and safety regulations 	<ul style="list-style-type: none"> • Ability to fix and repair basic electrical and plumbing jobs • Involvement in school and community events 	Application/ Interview/