

Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application I Interview T Testing R Reference
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	
Qualifications	No specific qualifications but evidence of trades certification etc may have particular relevance for some schools		X		A
Skills / Experience	Extensive hands-on experience of a wide range of maintenance / janitorial functions		X		A
	Experience of direct staff management and management of third-party contractors		X		A
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application I Interview T Testing R Reference
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	
Planning and organising work	Planned maintenance / activity scheduling. Supporting school events. Emergency planning.		X		I
Planning capacity and resources	Staff resource scheduling. Contingency planning (adverse weather etc)		X		I,R
Influencing and interpersonal skills	Overseeing contractors on site.		X		I
	Working co-operatively with teaching and other support staff.		X		I,R
Using initiative	Basic problem solving within appropriate limits. Dealing with day to day resource pressures and emergencies.		X		I
Working independently	Shared responsibility for building security and safety. Reports to senior school manager(s)		X		I
Managing people	Supervises cleaners and occasionally other staff.		X		I
Managing resources	Responsible for premises cleaning, maintenance.		X		I
	Maintains stocks of consumables		X		I
Managing risk	Health and safety awareness in all aspects of work.		X		I
Managing oneself	Awareness of opportunities for self improvement		X		I