



DARTFORD GRAMMAR SCHOOL

PERSON SPECIFICATION

We are looking for someone who has a warm, enthusiastic and encouraging manner that will bring out the best in others. They will be reliable, organised and efficient and a good team player. They should be flexible and ambitious, displaying drive, determination and positivity.

	Essential	Desirable
Qualifications		
Knowledge of COSHH, Manual Handling, Safe use of machinery/and or equipment, First Aid and Hygiene Practice, Lone Working, Water Hygiene, Asbestos, Fire Safety Law, and Health and Safety regulations	Y	
Formal Health & Safety qualification – NEBOSH		Y
First Aid trained		Y
Safeguarding		Y
Experience, Skills, and Knowledge		
Facilities Management skills and experience	Y	
Line manage Site Team’s daily tasks/rotas and own workload	Y	
Identify changes to work routines and liaise with supervisors, clients, and others	Y	
Understanding of Health and Safety compliance and desire to learn more	Y	
Experience working within the education sector		Y
Project management skills and experience		Y
High level of health and safety knowledge	Y	
Experience of overseeing building maintenance	Y	
Customer focused approach	Y	
Strong administrative and organisational skills	Y	
‘Can do’, positive approach to problem solving	Y	
Ability to prioritise workload, meet deadlines, and work under pressure	Y	
Excellent communication skills	Y	
Ability to consider immediate and potential factors and their possible impact on successful implementation of any solution	Y	
Ability to work using own initiative and as part of a team	Y	
Experience in DIY and handy person skills i.e. basic decorating such as painting, carpentry such as hanging a door, fitting a door lock, and plumbing skills like replacing tap washers etc		Y
Personal Qualities		
A flexible proactive “solution” focused approach and positive attitude to work	Y	
Able to act with integrity and honesty	Y	
Able to maintain confidentiality	Y	
Able to work collaboratively	Y	
Excellent timekeeping	Y	
Set high standards and expectations for self and others	Y	
Smart, professional appearance	Y	
Keen eye for attention to details	Y	
Ability to lead and motivate a team and on-site contractors	Y	
Ability to identify, prioritise and deal with everyday problems	Y	
A sense of humour	Y	
Other		
Willing to undertake any training required for the effective implementation of the role	Y	
Evidence of recent, relevant training		Y
Commitment to safeguarding and promoting the welfare of children and young people	Y	
Willingness to undergo appropriate checks, including enhanced DBS Checks	Y	
Motivation to work with children and young people	Y	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	Y	
Experience of using Microsoft packages to write reports and communicate with stakeholders	Y	
Ability to maintain accurate maintenance records and site risk assessments	Y	

