RESIDENT SITE OFFICER

PERSON SPECIFICATION

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| ESSENTIAL | DESIRABLE |
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| Specific Qualifications / Skills | |
| Basic knowledge of COSHH control and substances | Qualifications in these areas*:*  Health & safety  First Aid  Legionella  Asbestos  Ladders, towers or PASMA  Manual handling  Evac chair |
| Knowledge of risk assessments |  |
| Knowledge of access control and camera systems |  |
| Current driving licence |  |
| Qualified in swimming pool maintenance with hands on experience in chemical testing and back washing the systems |  |
| General basic handyman skills |  |
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| Specific Experience / Background | |
| Building, grounds and cleaning experience | Experience of working in a school / college environment |
| Hands on experience with all aspects of site maintenance including flushing water systems, fire call point testing and completing various regular checks (PPMs) | Experience of managing a small team of staff |
| Experience in these areas*:*  Health & safety  Legionella  Asbestos  Ladders, towers or PASMA  Manual handling  Evac chair |  |
|  | |
| General | |
| Ability to multitask and complete tasks and setups to a timeframe | |
| Ability to work on tasks alone and as part of the site team, working with others, providing support and learning from colleagues | |
| Good communication skills | |
| Able to be flexible with working hours to fit into a shift pattern | |
| Able to use initiative | |
| Proactive, can-do attitude | |
| Understanding of and commitment to the ethos and values of the school | |
| A respect for young people, as well as adults, that is demonstrable through positive attitudes and behaviour | |
| High levels of organisation and efficiency including strategic and planning skills | |
| Ability to work under pressure and to meet deadlines | |
| A commitment to undertake relevant training and CPD | |
| A good level of ICT skills with sound knowledge of Microsoft products and other programmes relevant to the post | |
| A record of excellent attendance and punctuality | |
| Able to work flexibly, undertaking tasks as directed, commensurate with the grade of the post | |
| Strong inter-personal skills e.g. diplomacy, confidentiality, sensitivity to the needs of others | |

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.