

PERSON SPECIFICATION
Site Agent (with supervisory responsibilities)

Attributes	Essential	Preferred
Education/Qualifications	Literate and numerate	Relevant trade qualification (e.g. carpentry, electrical, plumbing)
Experience	1-2 years relevant experience	Previous experience in a similar post in a school Previous experience of supervising staff
Skills/Knowledge/ Aptitude	<p>Ability to competently undertake a range of routine maintenance tasks</p> <p>Strong practical competency in repairs and small projects</p> <p>Ability to accurately complete and maintain records</p> <p>Ability to communicate in writing and on the telephone.</p> <p>Ability to work under pressure</p> <p>Ability to work on own initiative and make decisions</p> <p>Ability to develop good working relationships with staff, pupils, visitors, contractors etc</p> <p>Ability to work as a team member</p> <p>A commitment to equality principles and practice and a commitment to the school/Council Equal Opportunities Policy</p>	Knowledge of health and safety regulations

Motivation	<p>Ability to work hard and take a pride in the job with commitment to achieving high standards of cleanliness and hygiene</p> <p>Willingness to work overtime when needed, including evenings and weekends and to ensure that lettings are serviced</p> <p>Ability to work without supervision</p> <p>Willingness to undertake further training</p> <p>Trustworthiness</p> <p>Flexibility and willingness to adapt to the school's changing needs (eg to work flexibly to meet specific or emergency situations)</p>	
Physical	<p>Ability to undertake manual work and to perform tasks set out in the job description</p> <p>Ability to move and use domestic and industrial type cleaning equipment (polishers, vacuum cleaners etc)</p>	
Other	<p>Must be fluent in the English language in accordance with the Immigration Act 2016</p> <p>Availability for call-out duties (eg to respond to alarms)</p> <p>Willingness to wear protective equipment as supplied</p>	