



Person Specification



Closing Date: 9am Thursday 3rd October 2024

Post: Site & Estates Officer

	Essential	Desirable	Evidence
Qualifications and Experience	<ul style="list-style-type: none"> • Good educational background with GCSE or equivalent in English Language • Experience of working as a caretaker or site manager or in project management or maintaining premises • Experience of working as part of a team 	<ul style="list-style-type: none"> • Experience of customer interface • Experience of working in the education sector • Experience of working with young people • A level qualification or equivalent • First-aid qualifications 	<p>Application Form Copies of certificates Letter of application</p>
Knowledge, Understanding & Skills	<ul style="list-style-type: none"> • Have high expectations of standards of cleanliness and building maintenance • Able to carry out effective and thorough risk assessments • Ability to forward plan and make sure all service visits are complete • Able to fix minor issues, must have practical skills • Ability to be proactive and set up for events, meetings without being prompted 	<ul style="list-style-type: none"> • Knowledge of using different IT software such as Microsoft Office, Email. • Understanding of 'Keeping Children Safe in Education' as the role will be classed as regulated activity 	<p>Application form Letter of application Interview</p>
Personal Skills and Qualities	<ul style="list-style-type: none"> • Communicate effectively with pupils, parents, colleagues & other outside agencies • Ability to work as an individual, as well as part of a team • Able to maintain confidentiality • Self-evaluative, positive & adaptable to changing circumstances & new ideas • Able to use initiative • Possess good organisational skills • Patience • Flexibility in hours 	<ul style="list-style-type: none"> • Sociable & outgoing • Takes an interest in and is willing to support school events • Confident when responding to difficult situations • Proactive in offering ideas 	<p>Application form Letter of application Interview</p>