



WORTH PRIMARY SCHOOL



SITE MAINTENANCE OFFICER PERSON SPECIFICATION

	Essential	Desirable
Relevant experience	<ul style="list-style-type: none"> • General maintenance • Basic understanding of electrical work, plumbing, carpentry 	<ul style="list-style-type: none"> • Experience of working in a school environment • Experience in supervising external contractors to ensure work is completed to the required standard and safety regulations.
Qualifications/ education/ training	<ul style="list-style-type: none"> • Ability to communicate effectively both verbally and in writing. • A good standard of general education, typically including GCSEs (Grade C/4 or above) in English and Maths. • Basic IT skills • Ability to maintain stocks of hygiene and maintain stocks of hygiene equipment 	<ul style="list-style-type: none"> • Trade-specific qualifications e.g., in plumbing, electrical work, joinery, or painting and decorating. • Health and Safety certifications such as IOSH/NEBOSH Specific training - PAT Testing or COSHH awareness. Willingness to undertake training of these if not possessed • First Aid
Skills and abilities	<ul style="list-style-type: none"> • Ability to work on own initiative and or part of a team with a 'can do' approach • Strong interpersonal skills to communicate with staff, visitors, or children professionally, along with the ability to maintain accurate written and digital records/reports. • Ability to prioritise a varied workload and respond effectively to emergencies or changing priorities, including identifying and contacting appropriate contractors. • Ability to undertake the physical aspects of the job – moving furniture, work at height (climb ladders), cleaning duties, grounds maintenance and working in various weather conditions. • Competence in operating a variety of power and hand tools, as well as cleaning or grounds maintenance machinery. • Willingness to work outside normal hours, including participation in emergency on-call duties/supporting events/school performances • Willingness to undertake relevant training and keen to develop. 	
General and specific knowledge	<ul style="list-style-type: none"> • Capable of assessing safety concerns and undertaking risk assessments associated with works within the school environments. 	<ul style="list-style-type: none"> • Knowledge & understanding of health & safety legislation (risk assessments/fire safety protocols.
Safeguarding	<ul style="list-style-type: none"> • A commitment to safeguarding and promoting the welfare of children • Commitment to maintaining confidentiality at all times 	