



Oakdale Primary School

Site Officer - Person Specification

	Criteria		How Assessed
Knowledge and experience	<ul style="list-style-type: none"> • Knowledge of health and safety regulations • Experience of managing others, instructing, and communicating expectations • An understanding of maintaining security in a public building • Knowledge, experience and understanding of the day-to-day management of a public building, e.g. heating, lighting and maintenance • Knowledge of the organisation and administration structure of a school • Experience of dealing with <ul style="list-style-type: none"> ➤ Primary school children ➤ Members of the school community ➤ Representatives from the LA and business 	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>	Application form, references, interview
Skills	<ul style="list-style-type: none"> • Physical fitness appropriate to the tasks in the job description • Practical / handyperson skills necessary to undertake general building maintenance, minor repairs, and portorage duties. Skills in plumbing, electrical work, painting, and joinery to a reasonable standard • Ability to follow instructions, organise and prioritise workload and communicate effectively with all members of the school community. • Ability to be self- directed and motivated and work on own initiative. Ability to work with minimum supervision and to manage staff and programmes of work. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	

Skills (cont..)	<ul style="list-style-type: none"> • Ability to write up all relevant paperwork, e.g. job reports, governors reports, incident reports and to work to deadlines. • Patience and an ability to work towards deadlines even under pressure. • An ability to plan ahead and report on faults and repairs and other needs. • An ability to respond calmly to emergencies- in and out of working hours. • 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	
Personal Qualities	<ul style="list-style-type: none"> • Be able to display honesty, integrity and reliability. • Ability to manage the site and use initiative to deal with the challenges that the job can present. • A willingness to be helpful and support staff and the school in practical ways. • Must be able to attend call outs and be prepared to work outside normal hours. • Willingness to undertake training. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	