

Job title	Grade	Directorate	Location
Site Officer	Grade 2A	Children's Services The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.	Willow Tree Primary

Note to applicants

Whilst all criterions below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

(*See grid overleaf)

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Has up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.	A I
2.	Displays commitment to the protection and safeguarding of children and young people	A I
3.	Ability to undertake minor alterations and repairs within the site.	A I
4.	Knowledge of and experience of cleaning, especially floors.	A I
5.	To act as a key holder for the site.	A I
6.	Experience of keeping records eg. cleaning materials, maintenance schedules, Health and Safety records.	A I
7.	Ability to liaise with contractors, agencies, security personnel etc.	A I
8.	Knowledge about the security of premises.	A I
9.	Basic knowledge of heating, plumbing, electrical systems – good DIY skills.	A I
10.	A basic understanding of Health and Safety issues related to schools.	A I
11.	Conscientious with the ability to work on own initiative, unsupervised and in a pro-active manner along with the ability to work as a member of a team.	A I
12.	Effective communication skills and willingness to work in a flexible manner to meet the needs of the site.	A I

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
13.	Ability to manage and supervise the cleaners duties.	AI
14.	Ability to work flexibly to meet the needs of the school and children’s centre, including some evening/weekend work.	

Desirable criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Willingness to undertake training.	A I
2.	Experience in the use of cleaning machinery.	A I
3.	Experience of supervising cleaning staff.	A I
4.	Knowledge of technical equipment including PA equipment, computer equipment etc.	A I
5.	Understanding of what is required to establish a professional working relationship with staff, parents and children.	A I
6.	Full clean driving licence.	AI

Completed by	Date	Approved by	Date
School Business Manager	September 2024	Ros Munro	September 2024

Method of assessment (* M.O.A.)

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation, **T** = Test, **AC** = Assessment centre