

Person Specification

Site Service Officer (SSO) Grade 4 (Pt 7-11)

This table lists the essential and desirable requirements needed in order to perform the job effectively.

Candidates will be shortlisted based on the extent to which they meet these requirements.

Essential: Requirements without which the job could not be done.

Desirable: Requirements that would enable the candidate to perform the job well.

Evidence: **A** = Application Form, **I** = Interview, **R** = Reference.

	Essential	Desirable	Evidence
Experience			
General DIY skills and Tasks	X		
Basic IT experience	X		
Basic grounds maintenance (eg gritting, clearing leaves)	X		
Handyperson or site officer experience		X	
Supervisory experience		X	
Education and training			
Literate - Able to read and understand instructions	X		
IT proficient (emails, creating orders, checking reports)	X		
Health and safety procedures (or willingness to train)	X		
Manual Handling training (or willingness to train)	X		
COSHH regulation training (or willingness to train)	X		
Training in infection control (or willingness to train)	X		
Safeguarding training (or willingness to train)	X		
Fire safety training (or willingness to train)	X		
Risk identification, management & assessment training (or willingness to train)	X		
Heath & hygiene and cleaning training (or willingness to train)		X	
Basic plumbing, electrical, decorating or trade		X	
Skills and aptitudes			

Good interpersonal and communication skills	X		
Ability to work as part of a team and on own initiative to plan and anticipate without regular supervision	X		
Strong organisational skills	X		
Ability to develop a management approach to meet the requirements of school	X		
Flexibility	X		
Able to maintain confidentiality	X		
Desire to be involved with the school & its ethos	X		
An understanding & appreciation of children	X		
Other job requirements			
Assist with/attend occasional call outs out of hours (within 20 mins)	X		
Willingness to undertake in service training	X		
Ability to work between sites/buildings	X		
Good level of general fitness	X		
Capability of lifting and carrying equipment	X		
Capability of lifting and carrying goods, furniture and deliveries (with assistance if required)	X		
Flexibility including working occasional evenings and weekends as agreed in advance		X	