**PERSON SPECIFICATION**

**Job Title:** Site Services Officer (Meadow Park School)

**Grade:** G4

**Hours:** 37 hours per week. (Includes mornings, evenings, and possible weekends)

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|  | **Job Requirements** | **Measurement** |
| **Knowledge** | * Janitorial duties, maintenance tasks to a high standard * Health and Safety procedures | A, I  A, I |
| **Experience** | * Background as craftsman/machinist or able to show proven skill in one or more areas of maintenance. | A, I, R |
| **Skills** | * Liaise and communicate effectively with other staff on an inter-personal level in respect of duties to be performed and deadlines to be met. * Complete forms, read instructions, write basic reports/messages for Site Manager and other senior staff. * Numeric skills to check stock levels/deliveries/measure areas. * Driving * DIY Skills | I, R  A, I, R  I  I  I |
| **Abilities** | * Use the telephone to process queries/complaints, pass on and receive information in an assertive but friendly manner to firms/other departments/sections. * Liaise/communicate effectively on inter-personal level with pupils, users, parents and other visitors in a friendly way. * Follow recognised/agreed procedures and regulations in respect of duties to be performed on lettings, heating, cleaning, janitorial issues in accordance with Health & Safety considerations and emergencies. * Follow recognised/agreed procedures and regulations in respect of duties to be performed on lettings, heating, cleaning, janitorial issues in accordance with Health & Safety considerations and emergencies. * Undertake general maintenance & cleaning to the school minibus. * To move equipment/objects, clear site, undertake general manual tasks * Undertake general maintenance tasks – carpentry, glazing, plumbing, building/plastering, decorating and electrical (not related to main circuitry). * Identify areas where repair/cleaning is required and is not up to standard. * Assimilate information re equipment and need to operate it such as cleaning equipment and craftsman tools. | I, R  A, I, R  A, I, R  I  A  I, R  A, I  I  I |
| **Educational** | * Good standard of secondary education * 3 years clean driving licence * D1 category on driving licence (or willing to undertake training) * First Aid qualification (or willing to undertake training) | A  Certificates  A, I  Certificates |
| *Special Requirements* | *This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A satisfactory Enhanced Criminal Record check but the Disclosure & Barring Service (DBS) will be required prior to appointment.* | *DBS* |

***A= Application I = Interview R = References***