

Person Specification

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
Qualifications and Professional Development			
GCSE or equivalent in English and Maths	X	X	A
Experience			
Working with children		X	A / I
Previous experience maintaining a commercial building with working knowledge of PPM practises		X	A/I
Experience of keyholding & site security and confident with securing a building after use		X	A/I
Working as part of a team to achieve objectives	X		A / I / R
Professional Knowledge and Understanding			
Basic DIY abilities	X		A/I
Good knowledge of vehicle & general maintenance. May have some formal qualifications relevant to the post eg. NVQ's, PCV / minibus license	X		A/I/R
Understands and able to apply Health & Safety procedures relevant to the job such as: manual handling, COSHH, safe use of machinery and/or equipment, First Aid, lone working procedures	X		A/I
	X		A/I
Knowledge of basic site maintenance and good practise in building services eg heating, plumbing, carpentry, electrics ect		X	A/I
Personal Skills and Attributes			

Ability to communicate effectively with other school staff, teachers, senior leadership team & pupils	X		A/I/R
Able to maintain confidentiality at all times about school issues, within school and in the wider community.	X		A/I
Ability to manage time effectively - identifying solutions to problems and dealing with issues as they arise	X		A/I/R
Ability to interpret and follow policies and procedures	X		A/I/R
Ability to deal effectively with minor accidents and injuries	X		A/I/R
Able to recognise and deal with emergency situations	X		A/I
Honest, punctual and reliable - with a strong work ethic	X		A/I
Confident in the use of IT		X	A/I
Physical ability to carry out manual tasks ie lifting and moving heavier items	X		A/I
Recognition of personal responsibility for Health & Safety	X		A/I
Other			
A willingness to promote the ethos of the school	X		A/I
Commitment to the School's Equal Opportunities Policy and Acceptance	X		A/I
Good verbal and written communication skills appropriate to the need to communicate effectively	X		A/I/R
To have an up to date enhanced DBS disclosure certificate which is clear.	X		A/I