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**Site Technician: Person Specification**

Diocese of Norwich Education and Academies Trust are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

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| **Responsible to** | Estates Officer – DoNESC Estates Department |
| **Grade**  | DNEAT Central Banding |
| **Hours** | 37 hours per week |
| **Location**  | Based at the Churchside Federation (Gooderstone CofE Primary Academy and Mundford CofE Primary Academy), Dove Federation (Caston CofE Primary Academy and Parkers CofE Primary Academy) and St Peter and St Paul Carbrooke CofE Primary Academy.You may be required to travel to undertake work at academies and sites within or serviced by the Diocese of Norwich Education and Academies Trust as needed. |

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|  | **Essential Criteria** | **Desirable Criteria** | **Measured By** |
| **Education and Qualifications**  | * 5 GCSEs (Grade A\* - C / 4 – 9) including English and Maths
 | * NVQ Level 2 (or equivalent) qualification
* Health and Safety, COSHH, ladders and manual handling training
 | Certificates |
| **Skills and** **Abilities**  | * Able to follow the Trust’s safeguarding procedures and recognise when to report any concerns
* A proficient user of Office IT products/databases etc (e.g. Word, Excel, PowerPoint, Outlook)
* Excellent communication and organisational skills both written and oral
* Able to plan and prioritise workload across multiple sites
* Attention to detail when undertaking duties.
* Ability to work both as a team and independently, with minimum supervision to resolve problems
 | * Basic gardening and / or grounds maintenance skills
* Ability to manage difficult conversations
 | Application Form & Interview |
| **Experience**  | * Some experience in any of the following areas:
* General maintenance
* Plumbing
* Carpentry
* Painting/decorating
* Some experience of using cleaning materials in a work environment
 | * At least 1yr of caretaking experience
* Experience of working in schools
* Experience carrying out risk assessments and/or using a compliance system
 | Application Form & Interview |
| **Knowledge and understanding**  | * The responsibility of every individual for safeguarding and promoting the welfare of children
* Know the basic principles of site management and building compliance
* Some understanding of Health and Safety regulations and procedures
* Safe working procedures with regards to chemicals and equipment
* Following lone working practices
 | * Good knowledge of security, heating and other building systems
* To have an understanding of the structure and operation of a school
* Able to anticipate and reduce risk where possible, making suggestions for improvements.
 | Application Form & Interview |
| **Other requirements**  | * A professional role model who is committed to their

own professional development and to developing others* Committed to and able to promote the aims of the academy and the values of the Trust.
* Clean driving license
* Able to work calmly under pressure and withstand stress
* Able to work flexibly
 |  | Application Form & Interview |

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| **Person specification reviewed by: Darren Williams, Head of Estates** **Date: 29/05/2025** |