

## Person Specification – Site Services Officer

<b>Qualifications</b>	
NVQ level 1 in Site Support Services or equivalent qualification desirable	Desirable
<b>Experience</b>	
Experience of carrying out building maintenance work, within the reasonable capacity of a normal handyman in a school or similar environment	Essential
Experience of keeping work records	Essential
Experience of liaising with contractors, parents, general public and suppliers	Desirable
<b>Skills, Knowledge and Understanding</b>	
An understanding of the main Health & Safety Regulations, including COSHH and risk assessment, and how they apply in a school environment	Desirable
Willingness to gain awareness of COSHH regulations and Health and Safety procedures and precautions	Essential
Knowledge of moving and handling procedures	Essential
Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards	Essential
Awareness of health and hygiene procedures	Essential
Ability to undertake a range of caretaking and cleaning duties	Essential
Ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date	Essential
Ability to act on own initiative, dealing with any unexpected problems that arise	Essential
Ability to demonstrate good inter-personal skills to communicate with a range of people	Essential
Ability to inspect and record the work of others in the absence of the Site Manager	Desirable
<b>Personal Qualities</b>	
Ability to relate well to children and adults	Essential
Pro-active, ability to work under own initiative without direction	Essential
Ability to work to deadlines and targets, can prioritise tasks under pressure	Essential
Ability to inspire, challenge, influence and motivate others	Essential
An ability to maintain professional integrity even when under pressure	Essential
Flexibility and resilience	Essential
An ability and desire to work in a high challenge and low threat way to ensure improvement in all areas	Essential
High organisational skills including the ability to prioritise and manage time effectively	Essential
Capacity and enthusiasm for hard work and challenge	Essential
Able to work as part of a team whilst also being self-motivated	Essential
Capacity to reflect on practice in order to grow and develop	Essential
Reliability, honesty and trustworthiness, demonstrating the highest professional standards	Essential
Ability and confidence to communicate effectively both verbally and in writing	Essential
Willingness to develop knowledge of use of ICT and to participate in development and training opportunities	Essential
Ability to demonstrate commitment to Equal Opportunities	Essential