


PERSON SPECIFICATION			
JOB TITLE	Site Maintenance Officer		
CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications & Training	GCSE Grade C or above in Maths and English (or equivalent) Working at Height, Lone Working, Manual Handling, Asbestos awareness, Legionella Awareness, Fire safety, COSHH Recognised qualification or part qualification in a trade	First aid qualification Health and safety qualifications Fully qualified joiner, plumber, heating engineer or electrician	Application form (some training may need to be delivered upon starting in the role)
Experience	Experience in a trade Experience of managing of safety Experience of lone working Experience of managing staff	Experience of managing a team of staff Experience of completing risk assessments Experience of working with heating and security systems	Application form Interview References
Knowledge	Understanding of health and safety legislation, and good practice in relation to buildings maintenance Awareness and understanding of working within a school environment. Understanding of heating technology and systems Understanding of COSHH Understanding of fire and electrical safety		Application form Interview References
Skills and Aptitudes	The ability to operate and understand electrical/mechanical systems Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post Competent at building repairs and maintenance and grounds maintenance To be able to use small industrial, electrical and mechanical equipment Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school		Application form Interview References
Working with people	Ability to contribute to the life of the school and to demonstrate an understanding of children Enthusiastic, self-motivated and takes a pride in their work A highly trustworthy individual, who is consistently honest and reliable Flexibility in relation to working hours and in response to lettings or a site emergency A team player with the ability to work as part of a team and on own initiative A diplomatic communicator		Application form Interview References
Safeguarding	Commitment to safeguarding and promoting the welfare of children	.	Application form Interview