

## Person Specification for the position of: Site Maintenance Officer

An ambitious school at the heart of the community

## Personal attributes required based on Job Description:

	Essential:	Desirable:	Assessed by:
Qualifications:	<ul> <li>Basic literacy and numeracy skills</li> <li>Driving Licence</li> </ul>	<ul> <li>Relevant vocational qualifications (e.g. in maintenance)</li> <li>Additional qualifications in plumbing/carpentry</li> </ul>	Application, Certificates & References
Experience:	<ul> <li>Proven experience in a maintenance role, preferably within an educational setting</li> <li>Experience in carrying out a range of maintenance tasks including plumbing and general repairs</li> </ul>	<ul> <li>Experience in health and safety procedures and regulations</li> </ul>	Application & Interview
Knowledge, Skills and Abilities:	<ul> <li>Strong problem-solving skills and the ability to work independently</li> <li>Good communication skills and the ability to interact effectively with staff, students and external contractors</li> <li>Basic IT skills</li> </ul>	<ul> <li>Ability to operate and maintain a variety of maintenance equipment</li> <li>Understanding of school policies and procedures</li> </ul>	Application, Interview & References
Personal Qualities:	<ul> <li>Reliable, punctual and trustworthy</li> <li>Flexible and adaptable to changing priorities and demands</li> <li>Physical fitness to perform manual tasks and work in various weather conditions</li> </ul>		Interview & References