

### Person Specification Site Services Officer

The Futures Trust and Stoke Park School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

<b>Responsible to</b>	Facilities Manager
<b>Grade</b>	4
<b>Hours</b>	Full time, a flexible approach to working hours is required
<b>Location</b>	Based at Stoke Park School with a requirement to travel to undertake work at or for academies within the Trust

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured By</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE Maths and English at Grade C (4) or equivalent</li> <li>Full driving licence and own transport</li> </ul>	<ul style="list-style-type: none"> <li>Qualified first aider or willing to be trained. Training will be provided.</li> </ul>	Application form Certificates License
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Able to follow the school's safeguarding procedures and recognise when to report any concerns</li> <li>Able to use initiative and work effectively, sometimes under pressure, with the minimum of supervision and to tight deadlines.</li> <li>Liaise and communicate effectively with other staff in respect of duties to be performed and completion of tasks within deadlines.</li> <li>Ability to work as part of a team.</li> <li>Follow procedures with regard to janitorial duties, statutory maintenance checks, health &amp; safety, lettings and emergencies.</li> <li>Undertake general maintenance tasks and works including carpentry, plumbing, and</li> </ul>		Application form Interview Assessment

	<p>glazing, plastering, building and decorating.</p> <ul style="list-style-type: none"> <li>• Preparation of basic written reports, completion of forms and able to follow written instructions.</li> <li>• Use of a telephone and e-mails to process enquiries / queries / complaints.</li> <li>• Carry out basic computer tasks such as internet searches and completion of electronic forms.</li> <li>• On site liaison with contractors and suppliers.</li> <li>• Communicate in a friendly and effective manner with students, parents, lettings and visitors to site.</li> <li>• Assistance with the daily management and co-ordination of the cleaning team.</li> <li>• Undertaking of cleaning, health &amp; safety and site condition audits.</li> <li>• Able to carry out emergency cleaning when necessary.</li> <li>• Ability to plan ahead for future tasks, identification and sourcing of materials for ordering.</li> <li>• Able to work outdoors in various weather conditions.</li> </ul>		
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Ideally with previous experience as having worked as a skilled or semi-skilled tradesperson.</li> <li>• Consideration will be given to persons demonstrating transferable skills and having the aptitude and enthusiasm to learn new skills</li> </ul>		<p>Application form  Interview</p>

<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Janitorial duties</li> <li>• Maintenance tasks</li> <li>• An understanding of Health &amp; Safety principles and working safely.</li> </ul>		Application form  Interview
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• A professional role model who is committed to their own professional development and to developing others</li> <li>• Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers.</li> <li>• Able to work calmly under pressure and withstand stress .</li> <li>• Able to work flexibly, and to attend meetings and INSET days as required</li> </ul>		Interview

**Person specification reviewed by: Natalie Rock, Headteacher**

**Date: January 2022**