



PERSON SPECIFICATION

Job Title:	Site Services Officer	Salary: Grade 4
Location:	Limbrick Wood	

	Job Requirements	Measurement
Knowledge	<ul style="list-style-type: none"> Janitorial duties, maintenance tasks to a high standard Health and Safety procedures 	A, I A, I
Experience	<ul style="list-style-type: none"> Background as craftsman/machinist or able to show proven skill in one or more areas of maintenance. 	A, I, R
Skills	<ul style="list-style-type: none"> Liaise and communicate effectively with other staff on an inter-personal level in respect of duties to be performed and deadlines to be met. Complete forms, read instructions, write basic reports/messages for senior staff. Numeric skills to check stock levels/deliveries/measure areas. Driving DIY Skills 	I, R A, I, R I I I
Abilities	<ul style="list-style-type: none"> Use the telephone and email to process queries/complaints, pass on and receive information in an assertive but friendly manner. Liaise/communicate effectively on inter-personal level with pupils, users, parents and other visitors in a friendly way. Follow recognised/agreed procedures and regulations in respect of duties to be performed on lettings, heating, cleaning, janitorial issues in accordance with Health & Safety considerations and emergencies. To move equipment/objects, clear site, undertake general manual tasks Undertake general maintenance tasks – carpentry, glazing, plumbing, building/plastering, decorating and electrical (not related to main circuitry). Identify areas where repair/cleaning is required and is not up to standard. Assimilate information re equipment and need to operate it such as cleaning equipment and craftsman tools. 	I, R A, I, R A, I, R I A I, R A, I I I
Educational	<ul style="list-style-type: none"> Good standard of secondary education Clean driving licence 	A Certificates A, I Certificates
<i>Special Requirements</i>	<i>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A satisfactory Enhanced Criminal Record check but the Disclosure & Barring Service (DBS) will be required prior to appointment.</i>	<i>DBS</i>