



Person Specification

Job Title:	Site Services Officer	Job Number:	
Directorate:	Children, Learning and Young People	Post Number:	
Service:	Services for Schools	Grade:	Grade 5
Location:	Grangehurst Primary School		

	Job Requirements
Knowledge:	<ul style="list-style-type: none"> • General knowledge of cleaning activities, janitorial/security duties and basic handyperson skills. • Health and Safety issues. • Janitorial issues in accordance with Health and Safety considerations and emergencies.
Skills and Abilities:	<ul style="list-style-type: none"> • Able to liaise and communicate effectively with other staff on an interpersonal level with pupils, staff, parents and other visitors in a friendly way, and in respect of duties to be performed and deadlines to be met. • Numeracy skills to check stock levels, deliveries and measure areas. • Cash handling skills to undertake basic shopping for materials. • Able to complete forms, read instructions, write basic reports/messages for the Head Teacher/School Business Manager. • Able to use the telephone to process queries/complaints, pass on and receive information, in a friendly manner, to and from other departments. • Able to follow recognised and agreed procedures and regulations in respect of duties to be performed regarding ordering stores, lettings, heating, cleaning. • Able to move/lift equipment/objects, clear sites, and undertake general manual tasks. • Able to undertake general tasks not requiring skilled trade qualifications, eg. plumbing, basic electrics, building, plastering, painting, gardening, carpentry and glazing. • Able to drive and must hold a clean full driving licence • Able to identify areas where repairs/cleaning is required and is not to the standard expected. • Able to assimilate information re equipment and the need to operate it, such as cleaning equipment. • Able to prioritise work in liaison with the School Business Manager/Headteacher • Able to line manager a small team of site staff.

Experience:	<ul style="list-style-type: none">• Background of industrial or school environment which highlights craftsman, machinist, maintenance, labouring or similar level.
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Educational:	
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Special Requirements:	<ul style="list-style-type: none">• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.• Must be willing to drive the school's mini bus (picking up and dropping off the bus from a different site)• Must be willing to be flexible.• Must be willing to open and close the school for lettings in the evenings or holidays as required.• Must be willing to become involved in the life of the school.• Must be willing to attend on alarm call outs.• Must be willing to work in a multi-cultural setting.• Must be willing to recognise the importance of confidentiality.• Must be sympathetic to the community use of premises.• Must be willing to lift/move objects or undertake hygiene tasks such as cleaning.
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Reviewed: June 2021

Updated: