



SOLIHULL
ALTERNATIVE PROVISION
MULTI ACADEMY TRUST



Person Specification

Site Services Officer

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
Education and Qualifications	• Good Literacy and Numeracy skills. • Willing to undertake training as required • Willing to undertake Minibus Driving course.		Application Qualifications
Skills and Abilities	• Ability to work effectively on own initiative and as a member of a team • Good organisational skills • Able to operate electrical/mechanical systems and equipment • Able to handle/carry heavy items safely • Excellent communication and interpersonal skills, able to communicate with adults and children in a polite, courteous, appropriate manner • Must be reliable, co-operative and honest and remain calm and patient under pressure		Application References Interview
Knowledge and Experience	• Knowledge and understanding of health and safety legislation and procedures • Carrying out, and being competent in, general repairs and maintenance (DIY) • Experience of using safe working practices	• Knowledge of systems used in school e.g. boilers, alarms would advantageous	Application Interview Reference
Other Requirements	• This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS)		