



Cardinal Newman Catholic School

Person Specification

Job Title: Site Services Officer

Grade: Scale 4: £19698 - £23080 +14%split shift allowance (£2758 - £3231)

Hours: 37 Hours per week on a shift basis .

Job Purpose: To ensure that the school is a clean, healthy and a safe environment for all

- To ensure the good maintenance of site and premises

- To ensure that all services meet with legislative and best practice guidelines

CODE: E/D = Essential or Desirable

A = Application, I = Interview, R = Reference

Qualifications and Training		Measured
Health & Safety qualification e.g. IOS or NEBOSH	D	A/I
Any relevant trade qualification	D	A
Knowledge and Understanding The successful candidate will demonstrate:		
Have a good knowledge of minor building and maintenance tasks to include basic carpentry, decorating and cleaning.	E	A/I
Knowledge of the main requirements of health& Safety legislation and good practice.	D	A
Knowledge of moving and handling procedures.	D	A
Experience		
Experience of working with children and young people, in either a paid or volunteer capacity.	D	A
Experience in working in a site maintenance role or relevant trade experience.	D	A
Basic IT skills	E	A/I
Skills and Abilities		
High level of DIY skills	E	A/I
Ability to work as part of a team.	E	A
Flexibility, being able to adapt to rapidly changing situations.	E	A
Display a conscientious and logical approach to the variety of tasks necessary.	E	A
Ability to manage own time effectively and prioritise workload	E	A
References		
Two references	E	

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure and Barring Service check will be required prior to appointment.