

## **Person Specification – Site Services Officer**

	<b>Job Requirements</b>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• General knowledge of maintenance, cleaning activities, janitorial/security duties and basic handyman skills.</li> <li>• Health and Safety awareness and ability to pick up on potential issues.</li> <li>• Janitorial issues in accordance with Health and Safety considerations and emergencies</li> <li>• An understanding of the boundaries of confidentiality</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Numeracy skills to check stock levels, deliveries and measure areas.</li> <li>• Able to complete forms, test logs, read instructions, write basic reports/messages for the SBM/Head Teacher.</li> <li>• Able to use the telephone to process queries/complaints, pass on and receive information, in a friendly manner.</li> <li>• Able to follow recognised and agreed procedures and regulations in respect of duties to be performed regarding ordering stores, lettings, heating, cleaning.</li> <li>• Able to move equipment/objects, clear sites, and undertake general manual tasks.</li> <li>• Able to undertake general tasks not requiring skilled trade qualifications, eg. basic plumbing, basic electrics, building, spot plastering, painting, gardening, carpentry etc.</li> <li>• Able to identify areas where repairs/cleaning is required and is not to the standard expected.</li> <li>• To have effective organisational skills and a pro-active nature</li> <li>• To be punctual and fulfil duties in a responsible manner</li> <li>• Able to work on own initiative as well as working effectively as a member of a team</li> <li>• To follow instructions and accept guidance</li> <li>• The ability to use judgement and common sense</li> <li>• Willingness to undertake further training</li> </ul>

# St Osburg's Catholic Primary School



<b>Educational</b>	Desirable but not essential: <ul style="list-style-type: none"><li>• NVQ or equivalent in a trade</li><li>• Health &amp; Safety training</li></ul>
<b>Special Requirements</b>	<p><b>This post is subject to Protection of Children Regulations and is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974.</b></p> <p><b>A Criminal Record Disclosure (DBS check) will be required prior to appointment</b></p> <ul style="list-style-type: none"><li>• Must be willing to be flexible.</li><li>• Must be willing to undertake additional training as necessary, sometimes out of working hours.</li><li>• Must be willing to become involved in the life of the school.</li><li>• Must be willing to answer to/ sometimes attend alarm call outs.</li><li>• Must be willing to work in a Catholic School setting.</li><li>• Must be willing to recognise the importance of confidentiality.</li><li>• Must be willing to lift/move objects or undertake hygiene tasks such as cleaning.</li></ul>