

Person Specification Site Services Officer

The Futures Trust and Barr's Hill School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	Senior Site Services Officer
Grade	4 (£19,698 - £23,080) + Shift Allowance
Hours	37 hours, a flexible approach to working hours is required.
Location	Based at Barr's Hill School <i>with a requirement to travel to undertake work at or for academies within the Trust</i>

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none"> GCSE Maths and English at Grade C 		
Skills and Abilities	<ul style="list-style-type: none"> Able to follow the school's safeguarding procedures and recognise when to report any concerns Able to use initiative and work effectively, sometimes under pressure, with the minimum of supervision and to tight deadlines. Liaise and communicate effectively with other staff in respect of duties to be performed and completion of tasks within deadlines. Ability to work as part of a team. An understanding of Health & Safety principles and working safely. Follow procedures with regard to janitorial duties, statutory maintenance checks, health & safety, lettings and emergencies. Undertake general maintenance tasks and works including 		

	<p>carpentry, plumbing, and glazing, plastering, building and decorating.</p> <ul style="list-style-type: none"> • Preparation of basic written reports, completion of forms and able to follow written instructions. • Use of a telephone and e-mails to process enquiries / queries / complaints. • Carry out basic computer tasks such as internet searches and completion of electronic forms. • On site liaison with contractors and suppliers. • Communicate in a friendly and effective manner with students, parents, lettings and visitors to site. • Assistance with the daily management and co-ordination of the cleaning team. • Undertaking of cleaning, health & safety and site condition audits. • Able to carry out emergency cleaning when necessary. • Ability to plan ahead for future tasks, identification and sourcing of materials for ordering. • Able to work outdoors in various weather conditions. • Able to drive the on-site truck. 		
Experience	<ul style="list-style-type: none"> • Ideally with previous experience as having worked as a skilled or semi-skilled tradesperson. Consideration will be given to persons demonstrating transferable skills and having the aptitude and 		

	enthusiasm to learn new skills		
Knowledge and understanding	<ul style="list-style-type: none"> • Janitorial Duties • Maintenance Tasks • Health & Safety Procedures 		
Other requirements	<ul style="list-style-type: none"> • A professional role model who is committed to their own professional development and to developing others • Committed to and able to promote the aims of the school and the values of the Trust: Students First, It's about Learning, No Barriers. • Able to work calmly under pressure and withstand stress • Able to work flexibly, and to attend meetings and INSET days as required 		

Person specification reviewed by: Chris Jupp, Headteacher

Date: September 2020