

### PERSON SPECIFICATION

Job Title:	<b>Assistant Site Services Officer</b>	Salary: <b>Grade 3</b>
Location:	<b>Whitley Academy</b>	

	<b>Job Requirements</b>	<b>Measurement</b>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Janitorial duties, maintenance tasks to a high standard</li> <li>Health and Safety procedures</li> </ul>	A, I A, I
<b>Experience</b>	<ul style="list-style-type: none"> <li>Background as craftsman/machinist or able to show proven skill in one or more areas of maintenance.</li> </ul>	A, I, R
<b>Skills</b>	<ul style="list-style-type: none"> <li>Liaise and communicate effectively with other staff on an inter-personal level in respect of duties to be performed and deadlines to be met.</li> <li>Complete forms, read instructions, write basic reports/messages for Site Manager and other senior staff.</li> <li>Numeric skills to check stock levels/deliveries/measure areas.</li> <li>Driving</li> <li>DIY Skills</li> </ul>	I, R A, I, R I I I
<b>Abilities</b>	<ul style="list-style-type: none"> <li>Use the telephone to process queries/complaints, pass on and receive information in an assertive but friendly manner to firms/other departments/sections.</li> <li>Liaise/communicate effectively on inter-personal level with pupils, users, parents and other visitors in a friendly way.</li> <li>Follow recognised/agreed procedures and regulations in respect of duties to be performed on lettings, heating, cleaning, janitorial issues in accordance with Health &amp; Safety considerations and emergencies.</li> <li><b>Undertake general maintenance &amp; cleaning to the school minibus.</b></li> <li>To move equipment/objects, clear site, undertake general manual tasks</li> <li>Undertake general maintenance tasks – carpentry, glazing, plumbing, building/plastering, decorating and electrical (not related to main circuitry).</li> <li>Identify areas where repair/cleaning is required and is not up to standard.</li> <li>Assimilate information re equipment and need to operate it such as cleaning equipment and craftsman tools.</li> </ul>	I, R A, I, R A, I, R I A I, R A, I I I
<b>Educational</b>	<ul style="list-style-type: none"> <li>Good standard of secondary education</li> <li><b>3 years clean driving licence</b></li> <li><b>D1 category on driving licence</b></li> <li>First Aid qualification (or willing to undertake training)</li> </ul>	A Certificates A, I Certificates
<b>Special Requirements</b>	<i>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A satisfactory Enhanced Criminal Record check but the Disclosure &amp; Barring Service (DBS) will be required prior to appointment.</i>	<b>DBS</b>