



FINHAM PARK
MULTI ACADEMY TRUST

PERSON SPECIFICATION

Job Title: Site Services Officer
Salary: Grade 4
Hours: 27.5 hours per week, permanent, part-time, all year round

Attributes	Job Requirements	For Office Use Only
KNOWLEDGE	Janitorial duties, maintenance tasks to a high standard.	
SKILLS	<p>Liaise and communicate effectively with other staff on an inter-personal level in respect of duties to be performed and deadlines to be met.</p> <ul style="list-style-type: none">▪ Complete forms, read instructions, use computer, write basic reports and messages for Operations Manager and other senior staff.▪ Numeric skills to check stock levels/deliveries/measure areas.▪ Driving.	
ABILITIES	<p>Ability to:</p> <ul style="list-style-type: none">▪ Use the telephone and computer to process queries and complaints, pass on and receive information in an assertive but friendly manner to companies and other departments.▪ Liaise/communicate effectively on inter-personal level with pupils, staff, users, parents and other visitors in a friendly way.▪ Follow recognised/agreed procedures and regulations in respect of duties to be performed on lettings, heating, cleaning, janitorial issues in accordance with Health & Safety considerations and emergencies.▪ Undertake general maintenance to the school minibus.▪ To move equipment/objects, clear site, undertake general manual tasks▪ Undertake general maintenance tasks – carpentry, glazing, plumbing, building/plastering, decorating and electrical (not related to main circuitry).▪ Identify areas where repair/cleaning is required and is not up to standard expected.▪ Assimilate information re equipment and need to operate it such as cleaning equipment and craftsman tools.▪ Team working and people management skills	
EXPERIENCE	<ul style="list-style-type: none">▪ Background as craftsman/machinist or able to show proven skill in one or more areas of maintenance.▪ 3 years clean driving licence.	
CONTRA INDICATORS	<ul style="list-style-type: none">▪ Unable to work in a multi-cultural setting.▪ Unable to work hours required.	





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	<ul style="list-style-type: none">▪ Unable to comply with the school's 'No Smoking' Policy.▪ Poor communication skills.▪ Unable to work as a member of a team.▪ Unable to take initiative.▪ Unable to lift/move objects.▪ Unable to undertake tasks such as cleaning	
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