

PERSON SPECIFICATION

4			
SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
<u>KNOWLEDGE</u>			
A broad understanding of Health and Safety Regulations	To help maintain a safe, secure and clean premises and school environment during and out of school hours	Now	5
Practical experience of Safe Working Procedures and Risk Assessments	To ensure inspections, drills, alarm tests and risk assessments are carried out to agreed schedule	With training	3
Broad, practical experience of building maintenance, minor repair work and decorating	To ensure that the school site is cleaned and maintained to a high standard	Now	4
<u>MENTAL SKILLS</u>			
Ability to use own judgement	To solve routine problems/issues in the absence of the Site Manager	Some ability now	3
<u>INTERPERSONAL & COMMUNICATION SKILLS</u>			
Ability to communicate information and ideas effectively	To develop and maintain effective working relationships with colleagues, pupils and “partners” of the school (Parents, PSA, Governors, Visitors)	Now	3
<u>PHYSICAL SKILLS</u>			

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Ability to use appropriate machinery as necessary to fulfil the duties of the post	To undertake cleaning, repair work and maintenance	With training	3
<u>INITIATIVE & INDEPENDENCE</u> Ability to organise own workload and use initiative to solve minor problems	In the absence of the Site Manager, to organise own work and that of the Cleaners	Now	3
<u>PHYSICAL DEMANDS</u> Reasonable level of physical fitness	To carry out minor repairs and upkeep (e.g. changing of light bulbs; clearing drains; removing litter) and to undertake internal redecoration as required To undertake cleaning duties as required	Now	4
<u>MENTAL DEMANDS</u> Occasional			
<u>EMOTIONAL DEMANDS</u> N/A			
<u>RESPONSIBILITY FOR PEOPLE</u>			3

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Understanding of key safeguarding issues and procedures	<p>To ensure correct reporting and monitoring of any safeguarding issues arising across the school</p> <p>To maintain appropriate levels of confidentiality and data security in respect of personal/pupil/colleague information</p>	Awareness of the sensitivity of these issues now. Training in school procedures given	
<u>RESPONSIBILITY FOR SUPERVISION</u> N/A			
<u>FINANCIAL RESPONSIBILITY</u> N/A			
<u>RESPONSIBILITY FOR PHYSICAL RESOURCES</u> Knowledge of basic stock management principles	<p>To act as a key holder and be responsible for the security of the building in the absence of the Site Manager</p> <p>To assist the Site Manager in managing supplies and stock control</p>	<p>Now</p> <p>With training</p>	<p>5</p> <p>2</p>