

Person Specification – Site Operative

Responsible to: Premises Manager

The successful applicant will demonstrate the following experience, skills and characteristics:			
	Essential/ Desirable	Application	Interview
Experience of working in a school or other site role	D	√	√
DIY experience at the level of minor maintenance	E	√	√
Some knowledge of Horticulture and an ability to manage grounds and operate associated tools and machinery.	E	√	√
Experience of overseeing other works i.e. contractors, cleaners etc and of undertaking responsibility for the care and maintenance of premises	D	√	√
Experience of dealing with a variety of stakeholders in person, by email, and on the telephone	D	√	√
Experience of managing own time and prioritising workload	D	√	√
Basic training in one or more of the following: plumbing, general and ground maintenance, electrical/building maintenance, heating systems, decorating (or sound experience of same).	E	√	√
Health and Safety Training	D	√	
Good ICT skills including the use of Word and Excel Software	D	√	
Recognised First Aid qualification	D	√	
Minibus driving qualification	D	√	
Working knowledge of health and Safety relating to the post	E	√	√
Knowledge of the operation of heating, ventilation systems and common causes of malfunctions and energy efficiency measures	D	√	√
Knowledge of basic management skills	E	√	√
Knowledge of schools and issues relating to education	D	√	√
Knowledge of maintenance and security systems and procedures	D	√	√

Ability for some heavy lifting, physical fitness appropriate to tasks required	E	√	√
Ability to work as part of a team, taking responsibility and prioritising work and meeting deadlines	E	√	√
Excellent organisational skills	E	√	√
Driving licence and use of own car	D	√	√
Knowledge of minibus maintenance and training requirements	D	√	√
Excellent communication skills, both verbal and written	E	√	√
Ability to work under pressure and remain calm in difficult situations	E	√	√
Ability to plan own workload and be aware of other colleagues' priorities	E	√	√
Keen to develop professionally and learn new skills	D	√	√
Motivated, and able to analyse and problem solve	E	√	√
Ability to use discretion and have an understanding of the importance of confidentiality	E	√	√
Motivation to work with children and young people in an educational setting	E	√	√
Ability to recognise and maintain personal boundaries with children and young people	E	√	√
Commitment to implement the School's Policies	E	√	√
Willingness to undertake specific training relating to the role such as ; working at height, PAT testing and any other relevant courses	E		√

Applicants who fail to adequately address relevant criteria in their letter of application will not be considered.