|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** | **Grade** | **School** | **Location** |
| Site Officer | Grade 2A - Pt 06  £19,948 gross p.a.  36 hours per week - split shifts required. Full Time role. | **The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.** | TheDeans_FullColour(sm)_DarkText.png |

#### **Note to applicants**

Whilst all criterions below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

**(\*See grid overleaf)**

|  |  |  |
| --- | --- | --- |
| **Essential criteria** | **Necessary requirements – skills, knowledge, experience etc.** | **\* M.O.A.** |
| **Safeguarding** | Has up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people. [Keeping Children Safe in Education](https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0ahUKEwiFpeSy29jTAhWLB8AKHTLLCjMQFgglMAA&url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fkeeping-children-safe-in-education--2&usg=AFQjCNF2Gq6BzjjEGjteA5WejaL_LXpgxg) | A, I |
|  | Displays commitment to the protection and safeguarding of children and young people | A, I |
| **Professional Experience** | Experience of undertaking minor alterations and repairs across a varied site.  Knowledge and experience of professional standard cleaning.  Experience of keeping records, in particular with reference to those relating to Health and Safety. | A, I |
| **Knowledge** | An understanding of key holder duties.  Knowledge of general premises security.  Basic knowledge of heating, plumbing and electrical systems.  Knowledge of health and safety issues related to schools | A, I |
| **Skills /**  **attributes** | Good DIY skills  Ability to liaise with varying stakeholders, including contractors, agencies, security personnel etc.  Conscientious, with the ability to work on own initiative, unsupervised and in a pro-active manner along with the ability to work as part of a team.  Effective communication skills, and willingness to work in a flexible manner to meet the needs of the site.  Ability to supervise others in the discharge of their duties.  Ability to work flexibly to meet the needs of the school, including the working of split shifts, and some evening and weekend work. | A, I |
| **Personal** | Ability to problem solve  Ability to work accurately under pressure in a very busy environment  Ability to work using own initiative and as part of a team  Ability to work in partnership with all staff, teaching and support, governors and parents with resilience and enthusiasm  Good timekeeping  Sets high standards and expectations for self  Flexibility attitude to work including;  · working hours,  · demands and changes in the role  · willingness to be involved in the school  Energy, enthusiasm, adaptability and a good sense of humour  Commitment to Safeguarding and protecting the welfare of children and young people  Commitment to Health and Safety  Commitment to Equality and Diversity  Commitment to attendance at work | A, I |
| **Training** | Evidence of recent and relevant training  Willing to undertake training in relevant skills as necessary | A, I |

|  |  |  |
| --- | --- | --- |
| **Desirable criteria** | **Necessary requirements – skills, knowledge, experience etc.** | **\* M.O.A.** |
| **Professional Experience** | Experience of working within a school environment (or similar)  Experience of using cleaning machinery  Experience of supervising cleaning staff | A, I |
| **Knowledge** | Knowledge of technical equipment, including PA equipment, computer equipment etc.  Experience of site management | A, I |
| **Skills /**  **attributes** | Understanding of what is required to establish a professional working relationship with staff, parents and children.  Ability to use Google Documents | A, I |
| **Training** | First Aid Certificate  Full, clean driving licence | C, A, I |

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| --- | --- |
| **Completed by** | **Date** |
| **Joanne Whiteley - School Business Manager** | **March 2021** |

**Method of assessment (\* M.O.A.)**

**A =** Application form**, C =** Certificate**, E =** Exercise**, I** **=** Interview**, P =** Presentation**, T =** Test**, AC =** Assessment centre

This post has significant access to children and young people and as such the successful candidate will be expected to undergo a fully enhanced DBS check.

**Note: We will always consider your references before confirming a job offer in writing**