

| Job title | Grade | Directorate | Location |
|--------------|----------|--|--------------------------|
| Site Officer | Grade 2A | Children's Services The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. | Mossfield Primary School |

Note to manager

In completing this form you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criteria are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

Note to applicants

Whilst all criteria 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. |
|--------------------|--|----------|
| 1. | Has up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people. | A I |
| 2. | Displays commitment to the protection and safeguarding of children and young people | A I |
| 3. | Ability to undertake minor alterations and repairs within the site. | A I |
| 4. | Capable and confident in undertaking minor joinery, plumbing and building repairs | |
| 5. | Knowledge of and experience of cleaning, especially floors. | A I |
| 6. | To act as a designated key holder for the site. | A I |
| 7. | Ability to keep clear and effective records eg. cleaning materials, maintenance schedules, Health and Safety records. | A I |
| 8. | Ability to liaise with contractors, agencies, security personnel etc. | A I |
| 9. | Knowledge about the security of premises. | A I |

| Essential criteria | Necessary requirements – skills, knowledge, experience etc. | * M.O.A. |
|--------------------|--|----------|
| 10. | Basic knowledge of heating, plumbing, electrical systems – good DIY skills. Willing and able to carry out minor repairs and maintenance under own initiative | A I |
| 11. | A basic understanding of Health and Safety issues related to schools. | A I |
| 12. | Conscientious with the ability to work on own initiative, unsupervised and in a pro-active manner along with the ability to work as a member of a team. To be able to work under the direction of the senior site officer. | A I |
| 13. | Effective communication skills and willingness to work in a flexible manner to meet the needs of the site. | A I |
| 14. | Good general level of secondary education, with good literacy and numeracy skills. | AI |
| 15. | Able to be proactive in the role, able to work independently with minimal supervision | AI |
| 16. | Proven ability to relate well, and be polite and courteous, to staff, parents, pupils and visitors. | AI |
| 17. | Ability to work flexibly to meet the needs of the school, including some evening/weekend work. | AI |

| Desirable criteria | Necessary requirements – skills, knowledge, experience etc. | * M.O.A. |
|--------------------|---|----------|
| 1. | Willingness to undertake training. | A I |

| Completed by | Date | Approved by | Date |
|-------------------------|------------|-------------|------|
| School Business Manager | April 2024 | Headteacher | 2024 |

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

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