

| Job title | Pay | Directorate | Location |
|-------------------------|--|--|---|
| Apprentice Site Officer | Starting at £13,639 rising to £14,547 after 12 months. | 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. | St Luke's CE Primary School Weaste Lane Salford M5 5JH |

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. |
|--------------------|---|----------|
| 1. | Displays commitment to the protection and safeguarding of children and young people | A I |
| 2. | Understanding of what is required to establish a professional working relationship with staff, parents and children. | A I |
| 3. | Basic DIY skills. | A I |
| 4. | A basic understanding of Health and Safety. | A I |
| 5. | Conscientious with the ability to work on own initiative, in a pro-active manner along with the ability to work as a member of a team. | A I |
| 6. | Effective communication skills and willingness to work in a flexible manner to meet the needs of the site. | A I |
| 7. | Ability to work flexibly, working some evenings and occasional weekends. | A I |
| 8. | Basic literacy and numeracy skills | C |
| 9. | Willingness to undertake level 2 facilities services operative apprenticeship training and relevant functional Skills in maths and English (if applicable). | A I |

| Desirable 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. | Knowledge of cleaning. | A I |
| 3. | Basic ICT skills including the use of emails. | A I |

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|----|-----------------------------|-----|
| 4. | Full clean driving licence. | A I |
|----|-----------------------------|-----|

| Completed by | Date | Approved by | Date |
|-------------------------|---------------|-------------|------|
| School Business Manager | November 2020 | Headteacher | |

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

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