**ST SEBASTIAN’S RC PRIMARY SCHOOL**

**PERSON SPECIFICATION POST TITLE: Site Officer**

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| RELEVANT EXPERIENCE | * Basic cleaning skills.
* Experience of carrying out basic repairs not requiring a contractor.
* Ability to liaise with contractors and suppliers.
 | * Experience of working in an educational setting.
* Knowledge of monitoring energy using and operating heating systems/other plant/machinery
* Experience of building security and alarms
* Experience of maintenance/premises management services
 | Application/Interview |
| EDUCATION AND TRAINING | * Willingness to undertake relevant training.
 | * Handling and lifting awareness.
* Cleaning, security, supervision and stock control experience.
 | Application/Interview |
| SPECIAL KNOWLEDGE AND SKILLS | * Good organisation and planning skills
* Excellent communication skills
* Ability to maintain confidentiality
* Ability to prioritise and be flexible to new tasks as they arise.
* Reasonable ICT skills
 | * Customer care
* Basic Health and Safety Issues
 | Application/Interview |
| ANY ADDITIONAL FACTORS | * Ability to work under pressure to strict deadlines
* Work well within part of a team environment
* Written and oral communication
* Ability to co-operate with colleagues.
* Must be able to lift, bend, climb ladders etc
* Be prepared to work overtime on occasion
 | * Good sense of humour
 | Application/Interview |