**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 |