



**PINCHBECK EAST CHURCH OF ENGLAND AND SURFLEET PRIMARY SCHOOLS**

*Our Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment*

**PERSON SPECIFICATION – SITE STAFF**

|  | <b>Essential</b>   | <b>Desirable</b>   | <b>Where Assessed</b>   |
|--|--|--|---|
| <b>1. Education and qualifications</b> | <ul style="list-style-type: none"> <li>GCSE (or equivalent) Maths and English</li> <li>IT literate</li> </ul>  | <ul style="list-style-type: none"> <li>Experience/NVQ in the building trade</li> <li>Ladder training</li> <li>Manual Handling training</li> <li>PAT certification</li> <li>IOSHH H&amp;S certificate</li> <li>Fire training</li> <li>Sprayers licence</li> </ul>   | <ul style="list-style-type: none"> <li>Application Form</li> <li>Certificates</li> </ul>                    |
| <b>2. Knowledge and experience</b>     | <ul style="list-style-type: none"> <li>Has a commonsense approach to and knowledge of Health and Safety matters</li> <li>Experience of a range of everyday DIY jobs</li> <li>Has an understanding of different cleaning methods, COSHH and CLEAPSS regulations</li> <li>Experience of building and premises compliance issues, working with contractors</li> <li>Prepared to take further training</li> <li>Experience of site and grounds maintenance</li> <li>Proficient in the use of emails and the internet</li> <li>Able to work with oversee CCTV and alarm systems</li> <li>Willing to operate Every premises management software (training provided)</li> </ul> | <ul style="list-style-type: none"> <li>School Caretaking experience</li> <li>Experience within the building trade</li> <li>Previous responsibility for securing a building</li> <li>Experience of applying Health &amp; Safety regulations and procedures, including:               <ul style="list-style-type: none"> <li>Fire regulations</li> <li>Risk assessments</li> <li>Working at heights</li> </ul> </li> <li>Experience of using Microsoft Word and Excel</li> </ul> | <ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> </ul>   |
|  | <ul style="list-style-type: none"> <li>Is able to use own initiative within the boundaries of the post</li> <li>Is able to prioritise their daily workload responding to unexpected needs</li> <li>Has the ability to work effectively with people from a wide range of levels and responsibilities</li> <li>Works effectively as a team member</li> <li>Has oral and written communication skills adequate to the role</li> <li>Is able to accept instruction and seek clarification where</li> </ul>   |  | <ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>Certificates</li> </ul> |

|                                  |  |   |   |
|----------------------------------|--|---|---|
|                                  | necessary  |   |   |
| <b>3. Personal Circumstances</b> | <ul style="list-style-type: none"> <li>• Is prepared to work within a shift pattern, ensuring sites appropriately staffed between 7am to 7pm + arrangements for lettings</li> <li>• Is willing to work additional hours within the needs of the service</li> <li>• Maintains confidentiality at all times as appropriate</li> <li>• Willingness to undertake professional development</li> <li>• Demonstrates the ability to build positive and rewarding relationships within our School community by being approachable, committed, empathetic, enthusiastic, organised, patient and resourceful</li> <li>• Any offer of appointment is subject to a satisfactory references and DBS checks</li> </ul> | <ul style="list-style-type: none"> <li>• Lives within 20 minutes travelling distance to the building</li> </ul> | <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul> |