

## Person Specification – Site Maintenance & Grounds Person



ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>PHYSICAL</b>	<ul style="list-style-type: none"> <li>Capable of carrying out heavy work.</li> <li>Physically able to carry out portorage duties</li> </ul>	<ul style="list-style-type: none"> <li>Generally able to get to the site within 15/20 minutes when needed</li> </ul>	Application form Interview
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Ability to establish and maintain cleaning and maintenance routines.</li> <li>Experience of leading a team.</li> </ul>	<ul style="list-style-type: none"> <li>At least 1 years' caretaker/janitorial experience</li> <li>Experience within the building trade</li> <li>Experience of garden or grounds maintenance</li> </ul>	Application form Interview
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>Prepared to undertake training relevant to the role.</li> </ul>	<ul style="list-style-type: none"> <li>Training relevant to the post i.e. Manual Handling and Lifting, Ladder training, Health and Safety, COSSH although this can be provided</li> </ul>	Application form Interview
<b>SPECIAL KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>An understanding of the basic operational needs of a school premises</li> <li>An understanding of Health &amp; Safety regulations and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Boilers/Central Heating Systems.</li> <li>Knowledge of Security Systems.</li> </ul>	Application form

<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Has verbal and written communication skills adequate to the role.</li> <li>• Ability to carry out repair and maintenance work.</li> <li>• DIY and decorating skills.</li> <li>• Able to use own initiative within the boundaries of the post.</li> <li>• Able to prioritise daily workload.</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 and independently.</li> <li>• Able to accept instruction and seek clarification where necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Basic Literacy and Numeracy skills to GCSE Standard</li> <li>• Multi-trade skills.</li> <li>• Ability to successfully manage and supervise contractors.</li> </ul>	<p>Application form. References. Interview.</p>
<b>DISPOSITION/ ADJUSTMENTS/ ATTITUDE</b>	<ul style="list-style-type: none"> <li>• Able to communicate positively with other members of staff, parents, public and contractors.</li> <li>• Reliable, hardworking, willing and flexible worker.</li> <li>• Maintains confidentiality at all times.</li> <li>• Responsible attitude to ensure that the schools are a safe, secure, clean and a hygienic environment.</li> <li>• Willing to work additional hours when necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Tactful and patient attitude</li> <li>• Calm and caring.</li> <li>• Good sense of humour.</li> </ul>	<p>Interview</p>