

PERSON SPECIFICATION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is an Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

SITE MAINTENANCE OFFICER (SPECIAL SCHOOL)

GRADE: 4 JOB REF: AAAF5006

| <u>CRITERIA</u> | <u>DESIRABLE</u> | <u>ESSENTIAL</u> | <u>METHOD OF ASSESSMENT</u> |
|------------------------------|---|---|--|
| Qualifications | Trade qualifications | Basic English and Maths and IT skills | Certificate |
| Personal | Cheerful Resilient | Approachability Ability to work with people. Confidence | Application form Interview Reference |
| Experience | Previous caretaking / security / cleaning/ maintenance experience. Key holder. | Working with minimum supervision. | Application form Interview Reference |
| Job related Knowledge | Cyclical maintenance monitoring | Basic DIY skills. Experience of school site work. Security of buildings and grounds. Record keeping of daily/weekly/monthly inspection/maintenance | Application form Interview Reference |

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|-----------------------------|---|--|---|
| Skills and Aptitudes | | <p>Self motivated. Good, effective communication and interpersonal skills. Able to undertake minor repairs and maintenance. Flexible/Adaptable Enthusiastic Ability to judge when decision making needs to be taken to another responsible person</p> | <p>Application form Interview Reference</p> |
| Legislation | <p>Understanding of Health & Safety legislation (including COSHH) & Academy procedures.</p> | <p>Experience of COSHH Health & Safety policy & procedures.</p> | <p>Application form Interview</p> |

The Russett Learning Trust is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.