

PERSON SPECIFICATION

JOB TITLE:

Site Agent (with supervisory responsibilities)

Attributes	Essential	Preferred
Education/Qualifications	Literate and numerate	Relevant trade qualification (e.g. carpentry, electrical, plumbing)
Experience	1-2 years relevant experience	<p>Previous experience in a similar post in a school</p> <p>Previous experience of supervising contractors</p>
Skills/Knowledge/Aptitude	<p>Ability to undertake a range of routine maintenance tasks</p> <p>Ability to communicate in writing and on the telephone and use IT systems</p> <p>Ability to work under pressure</p> <p>Ability to work on own initiative and make decisions</p> <p>Ability to develop good working relationships with staff, pupils, visitors, contractors etc</p> <p>Ability to work as a team member</p> <p>A commitment to equality principles and practice and a commitment to the school/County Council equal opportunities policy</p>	Knowledge of health and safety regulations

<p>Motivation</p>	<p>Ability to work hard and take a pride in the job with commitment to achieving high standards of cleanliness and hygiene and maintenance of grounds and buildings</p> <p>Willingness to work overtime when needed, including evenings and weekends and to ensure that lettings are serviced and maintained.</p> <p>Ability to work without supervision</p> <p>Willingness to undertake further training</p> <p>Trustworthiness</p> <p>Flexibility and willingness to adapt to the school's changing needs (eg to work flexibly to meet specific or emergency situations)</p>	
<p>Physical</p>	<p>Ability to undertake manual work and to perform tasks set out in the job description</p> <p>Ability to move and use domestic and industrial type cleaning equipment (polishers, vacuum cleaners etc)</p>	
<p>Other</p>	<p>Availability for call-out duties (eg to respond to alarms)</p> <p>Willingness to wear protective equipment as supplied</p> <p>Must demonstrate the ability to speak fluent English at a level appropriate to be able to carry out the duties of the post.</p>	