



Site Agent

PERSON SPECIFICATION

The person specification shows the abilities and skills you will need to carry out the duties in the detailed job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification. If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities shown below.

Essential	Desirable
Qualifications and Experience	
<p>Competent at basic DIY/building repairs and maintenance</p> <p>Experience or skills within a trade</p> <p>To be able to use small electrical and mechanical equipment and hand/power tools</p> <p>The ability to understand and apply regulations in health & safety, manual handling, COSHH, Legionella etc.</p> <p>The ability to operate and understand electrical/mechanical systems e.g. boiler</p> <p>Experience in managing and minimising risk to self and others.</p>	<p>Hold recognised training/qualifications associated with premises maintenance.</p> <p>Have significant experience or skills in a trade</p> <p>Risk Assessment experience or training/qualifications. Knowledge of H&S and associated procedures</p> <p>Experience of working within a team</p>
Ability, Skills, Knowledge	
<p>Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post</p> <p>Good communication skills</p> <p>Sound organising, planning, negotiating skills and the ability to keep on top of paperwork</p> <p>Ability to gather information and proactive in preventing problems.</p>	<p>Confident IT skills</p> <p>Confident numeracy and literacy skills</p> <p>Have experience or skills in a trade/s</p>

The ability to prioritise work in order to ensure the basic standards of hygiene and health and safety are met.

The ability to minimise risk

Ability to make decisions and use initiative.

Ability to manage own time effectively and demonstrate initiative including establishing priorities

Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests

Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school

Ability to adapt to changing and conflicting demands

Ability to be flexible and work as part of a team or individually as required

Ability to contribute to the life of the school

Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies.

Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely