

PERSON SPECIFICATION
School Site Operative

	Criteria	Essential	Desirable	Application Form	Certificates	Selection Process	Reference
Qualifications	Good general level of education with 4 GCSE Level C and above (including Maths and English)	✓		✓	✓		
	Further education qualifications in related field/s		✓	✓	✓		
	Relevant qualification/s or proven experience of one or more of the following: heating systems, plumbing, electrical/general/grounds or buildings maintenance, carpentry, decorating.		✓	✓	✓		✓
Skills and Experience	Substantial DIY and/or premises maintenance experience.	✓		✓			✓
	Experience of working in the building industry.		✓	✓			✓
	Ability to build and form good relationships with students, colleagues and other professionals.	✓		✓			✓
	Ability to work constructively as part of a team, understanding school roles and responsibilities including own.	✓		✓			✓
	Good verbal and written communication skills appropriate to the need to communicate effectively	✓		✓			✓
	Ability to absorb and understand a wide range of information and deal with confidential issues appropriately.	✓		✓			✓
	Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as health and safety.	✓		✓			✓
	Working knowledge of construction/building regulations.		✓	✓			✓
	Working knowledge of heating and ventilation systems		✓	✓			✓
	Working knowledge of maintenance and security systems and procedures.		✓	✓			✓
	Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems		✓	✓			✓
	Initiative and ability to prioritise one's own work.	✓		✓			✓
	Able to work flexibly to meet deadlines and respond to unplanned situations.						
	Efficient and meticulous in organisation.	✓		✓			✓
Other	Desire to enhance and develop skills and knowledge through CPD.	✓		✓			✓
	Commitment to the highest standards of child protection and safeguarding.	✓		✓			✓
	Recognition of the importance of personal responsibility for health and safety.	✓		✓			✓

	Ability to reach and bend, and to carry out some heavy lifting.	✓		✓			✓
	Hold a full driving licence.	✓		✓			✓
	Capacity to work during school holiday periods	✓		✓			✓
	A helpful, calm and organised manner.	✓		✓			✓