



Great Sankey Primary and Nursery School
Person Specification: Maintenance Officer

	Essential	Desirable
Experience	Awareness of Health & Safety Knowledge of cleaning standards Building security Supervision of external maintenance contractors General maintenance and repair skills Able to work on own initiative	Previous school experience Maintenance Officer experience Skills and experience in various trades such as joinery, plumbing, glazing etc.
Qualifications	No formal qualifications essential but evidence of appropriate levels of literacy and numeracy required Evidence of sufficient technical skills to carry out the responsibilities of the post Willingness to attend training courses	Maintenance or building trades related qualification Ability to understand and apply regulations such as health & safety, manual handling, COSHH, Legionella etc.
Special Aptitudes	Able to carry out duties detailed in the 'Job Description' and a willingness to learn A certain level of computer literacy and the ability to learn an online system for compliance Able to communicate professionally using email Literate - able to maintain an online log; write clear instructions; order and maintenance reports. Able to work as part of team and on own Sets high standards of cleanliness and hygiene Commitment to the establishment of a pleasant, clean work environment in the school	Knowledge and experience of the iAM Compliant system
Interpersonal Skills	Good communicator Courtesy and professionalism Able to relate to people of all ages, particularly children Awareness of Safeguarding and Child Protection	
Special Circumstances	Willing and able to attend for agreed work pattern of split shift Willing to work evening/weekend overtime if required Flexibility re working hours and the changing responsibilities of the post The position is subject to enhanced DBS clearance (Disclosure and Barring Service)	Access to own transport