

Site Maintenance Officer Person Specification

Criteria	Essential	Desirable
Experience	Experience in building maintenance, caretaking, facilities, or site management.	Experience working in a school or educational environment.
Qualifications	Relevant practical skills in general maintenance and repairs.	Relevant trade qualification (e.g. NVQ, City & Guilds) and/or First Aid at Work or Fire Warden training.
Knowledge	Good understanding of health and safety regulations and safe working practices.	Knowledge of statutory compliance checks (e.g. fire safety, water hygiene, asbestos awareness).
Skills	Ability to carry out general maintenance, identify and resolve site issues, work independently, prioritise tasks, and communicate effectively with staff, contractors, and visitors. Basic IT skills for recording maintenance tasks.	Experience supervising contractors or coordinating maintenance work.
Physical Requirements	Physically fit and able to undertake manual handling, portage, and work at height.	Minibus driving qualification (or willingness to obtain one).
Driving	Full, clean UK driving licence and willingness to drive the school minibus and undertake courier duties.	Experience driving a minibus.
Personal Qualities	Reliable, trustworthy, proactive, flexible, able to work under pressure, committed to safeguarding, and takes pride in maintaining a safe, secure, and welcoming environment.	—