

Person Specification- Compliance and Site Officer

<u>Category</u>	<u>Criteria Type</u>	<u>Requirement</u>
<u>Experience</u>	Essential	Experience of working within site, facilities, premises or estates management.
	Essential	Experience maintaining records and documentation.
	Essential	Experience identifying building or maintenance issues and reporting defects.
	Essential	Experience working with contractors.
<u>Knowledge</u>	Essential	Understanding of health and safety practices.
	Essential	Understanding of statutory compliance requirements.
	Essential	Knowledge of building maintenance processes.
	Essential	Awareness of safeguarding responsibilities in a school environment.
<u>Skills</u>	Essential	Excellent organisational skills.
	Essential	Good written and verbal communication skills.
	Essential	Ability to maintain accurate records.
	Essential	Ability to prioritise workloads and meet deadlines.

	Essential	Competent IT skills.
	Essential	Ability to work independently and use initiative.
	Essential	Ability to identify risks and take appropriate action.
<u>Personal Qualities</u>	Essential	Reliable and trustworthy.
	Essential	Professional and approachable.
	Essential	Flexible and adaptable.
	Essential	Strong attention to detail.
	Essential	Commitment to safeguarding and promoting the welfare of children.
<u>Experience</u>	Desirable	Experience working in a school environment.
<u>Qualifications</u>	Desirable	IOSH or Health & Safety qualification.
	Desirable	Facilities Management qualification.
<u>Knowledge / Systems</u>	Desirable	Experience using compliance management systems.
	Desirable	Knowledge of water hygiene (L8), fire safety, and statutory testing requirements.