

Person Specification

Job Title: Site Agent (with supervisory responsibilities)

Attributes	Essential	Preferred
Education / Qualifications	Essential: Literate and numerate. Be able to use a windows computer and proprietary software.	Preferred: Relevant trade qualification (e.g., carpentry, electrical, plumbing).
Experience	Essential: 1-2 years relevant experience.	Preferred: Previous experience in a similar post in a school. Previous experience of supervising staff.
Skills / Knowledge / Aptitude	Essential: Ability to undertake a range of routine maintenance tasks. Ability to communicate in writing (email) and on the telephone. Ability to work under pressure. Ability to work on own initiative and make decisions. Ability to develop good working relationships with staff, pupils, visitors, contractors etc. Ability to work as a team member. A commitment to equality principles and practice and a commitment to the school/County Council equal opportunities policy. Ability to supervise staff.	Preferred: Knowledge of health and safety regulations.
Motivation	Essential: Ability to work hard and take a pride in the job with commitment to achieving high standards of cleanliness and hygiene.	Preferred: Not applicable

	<p>Willingness to work overtime when needed, including evenings and weekends and to ensure that lettings are serviced.</p> <p>Ability to work without supervision.</p> <p>Willingness to undertake further training.</p> <p>Trustworthiness.</p> <p>Flexibility and willingness to adapt to the school's changing needs (e.g., to work flexibly to meet specific or emergency situations).</p>	
Physical	<p>Essential: Ability to undertake manual work and to perform tasks set out in the job description.</p> <p>Ability to move and use domestic and industrial type cleaning equipment (polishers, vacuum cleaners etc.).</p>	Preferred: Not applicable
Other	<p>Essential: Must be fluent in the English language in accordance with the Immigration Act 2016.</p> <p>Availability for call-out duties (e.g., to respond to alarms).</p> <p>Willingness to wear protective equipment as supplied.</p>	Preferred: Interview.