

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	<p>Essential: Ability to undertake a range of routine maintenance tasks.</p> <p>Ability to communicate in writing (email) and on the telephone.</p> <p>Ability to work under pressure.</p> <p>Ability to work on own initiative and make decisions.</p> <p>Ability to develop good working relationships with staff, pupils, visitors, contractors etc.</p> <p>Ability to work as a team member.</p> <p>A commitment to equality principles and practice and a commitment to the school/County Council equal opportunities policy.</p> <p>Ability to supervise staff.</p>	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>	
<p>Physical</p>	<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>	<p>Preferred: Not applicable</p>
<p>Other</p>	<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>	<p>Preferred: Interview.</p>