



Bishop Chadwick
Catholic Education Trust

Site Officer

Grade: SCP 6
Responsible to: Headteacher / Senior Estates Link / Site Manager

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment		<ul style="list-style-type: none"> • Health & Safety qualification • First Aid certificate • GCSE in Maths and English Grade C or equivalent 	<ul style="list-style-type: none"> • Application form • Certificates
Work Experience	<ul style="list-style-type: none"> • Previous employment experience in the maintenance of buildings • Experience of liaising with various stakeholders, such as contractors • Experience of using ICT • Experience of applying agreed policies and procedures / systems of work • Experience of using initiative to manage own workload and meet deadlines and working in a team 	<ul style="list-style-type: none"> • Previous employment experience in the management and or maintenance of a school • Experience of working around children • Experience of operating emergency procedures • Basic grounds maintenance experience • Experience of handling chemicals and hazardous materials • Experience of working within a progressive, rapidly changing environment 	<ul style="list-style-type: none"> • Application form • Interview • References

Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> • DIY skills to undertake general building maintenance, minor repairs etc • Ability to follow instructions, organise and prioritise workload and communicate effectively both verbally and in writing • Good numeracy skills • Ability to communicate and interact with a wide range of people 	<ul style="list-style-type: none"> • Ability to deliver training where appropriate • Experience of writing and reviewing risk assessments • Knowledge of statutory building compliance • Knowledge, understanding and experience of building management systems 	<ul style="list-style-type: none"> • Interview • References
Disposition	<ul style="list-style-type: none"> • Able to develop effective working relationships with adults and children • Good interpersonal skills, tact and awareness of the need for confidentiality • Able to work independently with minimum supervision 	<ul style="list-style-type: none"> • Able to work flexibly and be adaptable to changing priorities 	<ul style="list-style-type: none"> • Interview • References
Circumstances	<ul style="list-style-type: none"> • Enhanced clearance from the Disclosure and Barring Service • A willingness to work unsocial hours • A current full UK driving licence (held for a minimum of 2 years) • A commitment to Health and Safety principles 		<ul style="list-style-type: none"> • Enhanced DBS check • Full UK Driving Licence