



PERSON SPECIFICATION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

JOB TITLE: Site Maintenance Officer

GRADE: 4 Ref: AAAE5001a

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	Evidence of Continuing Professional Development First Aid Qualification or willingness to complete training	Relevant Building Trade, such as joinery, plumbing, electrical work etc.	Certificates
Experience	Experience in a similar type of role Competent at building repairs and maintenance	Experience of working in an educational background	Application form, interview
Knowledge & Skills	Knowledge of basic Health and Safety legislation Able to monitor contractor performance IT Skills Good communications skills Co-operative with ability to work well as a team member or alone as required Good planning and organisational skills Calm and confident manner Customer focused and committed to delivering an excellent service Record keeping of daily/weekly/monthly inspection/maintenance		Application form and interview



ELLESMERE PORT CATHOLIC HIGH SCHOOL

'I have come so that they may have life and have it to the full' John 10.10

Other requirements	Personable/well presented Reliability and punctuality Flexible approach to working patterns Accuracy and attention to detail Common sense and initiative Able to solve problems Ability to judge when decision making needs to be taken to another responsible person Highly committed		Interview
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