



## Oakdale Primary School

### Site Officer - Person Specification

	Criteria		How Assessed
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Knowledge of health and safety regulations</li> </ul>	Essential	Application form, references, interview
	<ul style="list-style-type: none"> <li>• Experience of managing others, instructing, and communicating expectations</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>• An understanding of maintaining security in a public building</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>• Knowledge, experience and understanding of the day-to-day management of a public building, e.g. heating, lighting and maintenance</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>• Knowledge of the organisation and administration structure of a school</li> </ul>	Desirable	
	<ul style="list-style-type: none"> <li>• Experience of dealing with               <ul style="list-style-type: none"> <li>➢ Primary school children</li> <li>➢ Members of the school community</li> <li>➢ Representatives from the LA and business</li> </ul> </li> </ul>	Desirable	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Physical fitness appropriate to the tasks in the job description</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>• Practical / handyperson skills necessary to undertake general building maintenance, minor repairs, and portorage duties. Skills in plumbing, electrical work, painting, and joinery to a reasonable standard</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>• Ability to follow instructions, organise and prioritise workload and communicate effectively with all members of the school community.</li> </ul>	Essential	
	<ul style="list-style-type: none"> <li>• Ability to be self- directed and motivated and work on own initiative. Ability to work with minimum supervision and to manage staff and programmes of work.</li> </ul>	Essential	

<b>Skills (cont..)</b>	<ul style="list-style-type: none"> <li>• Ability to write up all relevant paperwork, e.g. job reports, governors reports, incident reports and to work to deadlines.</li> <li>• Patience and an ability to work towards deadlines even under pressure.</li> <li>• An ability to plan ahead and report on faults and repairs and other needs.</li> <li>• An ability to respond calmly to emergencies- in and out of working hours.</li> <li>•</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Be able to display honesty, integrity and reliability.</li> <li>• Ability to manage the site and use initiative to deal with the challenges that the job can present.</li> <li>• A willingness to be helpful and support staff and the school in practical ways.</li> <li>• Must be able to attend call outs and be prepared to work outside normal hours.</li> <li>• Willingness to undertake training.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	