



Maintenance Officer – PERSON SPECIFICATION

	Essential	Desirable
Knowledge, skills and abilities		
Ability to use portable hand tools for maintenance tasks	x	
Ability to work at height using appropriate equipment (e.g. stepladders)	x	
Ability to work as part of a team, working with others to achieve success.	x	
Effective interpersonal skills enabling good relationships to be built with a wide range of people (Senior Leadership Team, teaching staff, support staff, contractors)	x	
Basic literacy and numeracy skills.	x	
IT literate with the ability to use online safety management systems	x	
Demonstrate effective skills in working with children	x	
Knowledge of the statutory and operational checks required by maintenance routines in school.	x	
Experience		
Experience in working in a school environment		x
Experience in carrying out caretaking duties such as portering, litter-picking	x	
Experience in carrying out routine maintenance tasks	x	
Experience in painting and decorating	x	
Experience in directing and managing the work of small teams including the allocation and checking of tasks.	x	
Education/Qualifications/Knowledge		
Minimum educational qualifications of 5 GCSEs or equivalent	x	
Detailed knowledge of the health and safety regulations affecting this role (e.g. working at height, manual handling, COSHH, asbestos, legionella)	x	
Relevant practical qualifications in trades such as plumbing, electrical work, joinery		x
Other		
The post holder will be required to obtain enhanced DBS clearance	x	
Ability to understand and demonstrate commitment to equality and diversity	x	
Be prepared occasionally to work flexibly, given reasonable notice, out of hours to support out of hours school activities.	x	

This post is subject to an Enhanced DBS check

NOTE TO APPLICANTS:

Whilst all points on the specification are important, those marked 'E' (essential) are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.