##### C:\Users\Robina Baird\OneDrive - St Saviours Catholic Primary School\Desktop\School logo - JPEG new.jpg

##### St Saviour’s Catholic Primary and Nursery School

**PERSON SPECIFICATION – Site Maintenance Officer**

The method of assessment for the criteria is shown in the right hand columns. The shortlisting criteria are indicated by asterisk in the application form column. Shortlisting for interview will be based solely on whether the candidate indicates on their application form that they meet these shortlisting criteria. All mandatory criteria are underlined. The successful candidate must satisfy all of the mandatory criteria and will normally meet all or most of the other appointment criteria. All candidates must satisfy the equal opportunities criteria which are mandatory.

|  |  |
| --- | --- |
| **Supporting Statement** | **Interview** |
| 1. ABILITIES |  |  |
| 1. Able to undertake repairs and improvements on the school building | ● |  |
| 1. Monitor and operate the school heating system, advising of faults as and when | ● |  |
| 1. Liaise with contractors | ● | ● |
| 1. Monitor, operate and maintain security systems | ● |  |
| 1. To perform physical tasks such as lifting, carrying and pushing equipment | ● | ● |
| 1. SKILLS |  |  |
| 1. Ability to communicate clearly | ● | ● |
| 1. Ability to work as part of a team | ● | ● |
| 1. Displays initiative, self-motivation and can work independently | ● | ● |
| 1. KNOWLEDGE |  |  |
| 1. Knowledge of H&S standards | ● | ● |
| 1. Keep accurate logs and records as you maintain H&S standards | ● |  |
| 1. Understanding of when situations need to be referred to the Senior Leadership Team | ● |  |
| 1. EXPERIENCE |  |  |
| 1. Previous successful experience in a similar role. | ● |  |
| 1. EQUAL OPPORTUNITIES RELEVANT TO THE POST (mandatory) |  |  |
| 1. Understanding and commitment to CWAC Council’s equal opportunities policy. | ● | ● |