



## PERSONNEL SPECIFICATION

<b>JOB TITLE</b>	<b>Site Services Officer</b>
<b>DEPARTMENT</b>	Sidney Stringer Multi Academy Trust
<b>DIVISION/SECTION</b>	Ernesford Grange Community Academy/Riverbank Academy
<b>GRADE</b>	G4 £17,547 - £21,057
<b>HOURS</b>	37 hours per week, all year round

ATTRIBUTES	JOB REQUIREMENTS	FOR OFFICE USE ONLY
<b>KNOWLEDGE</b>	Of : <ul style="list-style-type: none"> <li>• Basic Health and Safety issues in relation to the post</li> <li>• Appropriate use and operation of general hand tools</li> </ul>	
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Effective communication skills in order to liaise effectively with colleagues, students, parents, visitors and external agencies (in person or by telephone), maintaining confidentiality</li> <li>• Use of literacy skills to complete forms, read instructions, and to write basic reports and messages</li> <li>• Use of numeracy skills to undertake tasks such as stocktaking, checking delivery quantities, measuring areas</li> <li>• Cash handling skills to undertake shopping for materials if required</li> <li>• Ability to understand and interpret requirements accurately, by effective questioning, listening, clarification and recording of information</li> <li>• Follow recognised/agreed procedures and regulations in respect of all duties performed, particularly with regard to health and safety requirements</li> <li>• Operate tools and machinery relevant to the post, undertaking training where required</li> <li>• Move equipment and furniture, clear sites, and undertake general manual tasks, which may include lifting heavy or awkward items</li> <li>• Undertake minor handyperson tasks which do not require a skilled tradesperson, eg minor plumbing, electrical, building/plastering, decorating, carpentry and glazing works</li> <li>• Identify areas where repairs or cleaning are required and take appropriate corrective action with due regard to hygiene procedures</li> <li>• Work in a supportive team environment, being part of the life of the school, and working with staff and students in a multicultural setting</li> <li>• Receive and respond positively to instructions from supervisors, or requests from school staff, and lettings.</li> <li>• Work without constant direct supervision, prioritising own</li> </ul>	

	<p>workload to meet specified deadlines and, when required, assisting team members in meeting their targets through a flexible and adaptable approach</p> <ul style="list-style-type: none"> <li>• Work safely and with initiative under time pressure</li> <li>• Provide cover for SSO colleagues on leave, including working shifts to cover community use if required</li> <li>• Provide cover across the schools of the Multi Academy Trust as may be required from time to time</li> </ul>	
<b>EDUCATIONAL ACHIEVEMENTS</b>	<ul style="list-style-type: none"> <li>• Sufficient standard of literacy (English) and numeracy (Maths) to undertake the duties of the post confidently and competently</li> </ul>	
<b>EXPERIENCE</b>	<p>Of :</p> <ul style="list-style-type: none"> <li>• Working in a busy school or industrial environment (or similar)</li> <li>• Craftsperson or proven skills in one or more areas related to maintenance</li> <li>• Being a key holder/first point of contact for a large site</li> <li>• Working in an environment of equal opportunities</li> </ul>	
<b>SPECIAL REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• A valid UK Drivers licence</li> <li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Police clearance will be required prior to appointment</li> </ul>	