



PERSONNEL SPECIFICATION

JOB TITLE	Site Services Officer - Weekend
DEPARTMENT	Sidney Stringer Multi Academy Trust
DIVISION/SECTION	Ernesford Grange Community Academy/Riverbank Academy
GRADE	G4 £6,639 - £7,968
HOURS	14 hours per week (Saturday and Sunday)

ATTRIBUTES	JOB REQUIREMENTS	FOR OFFICE USE ONLY
KNOWLEDGE	Of : <ul style="list-style-type: none"> ● Basic Health and Safety issues in relation to the post ● Appropriate use and operation of general hand tools 	
SKILLS AND ABILITIES	<ul style="list-style-type: none"> ● Effective communication skills in order to liaise effectively with colleagues, students, parents, visitors and external agencies (in person or by telephone), maintaining confidentiality ● Use of literacy skills to complete forms, read instructions, and to write basic reports and messages ● Use of numeracy skills to undertake tasks such as stocktaking, checking delivery quantities, measuring areas ● Cash handling skills to undertake shopping for materials if required ● Ability to understand and interpret requirements accurately, by effective questioning, listening, clarification and recording of information ● Follow recognised/agreed procedures and regulations in respect of all duties performed, particularly with regard to health and safety requirements ● Operate tools and machinery relevant to the post, undertaking training where required ● Move equipment and furniture, clear sites, and undertake general manual tasks, which may include lifting heavy or awkward items ● Undertake minor handyman tasks which do not require a skilled tradesperson, e.g. minor plumbing, electrical, building/plastering, decorating, carpentry and glazing works ● Identify areas where repairs or cleaning are required and take appropriate corrective action with due regard to hygiene procedures ● Receive and respond positively to instructions from supervisors, or requests from school staff, and 	

	<p>lettings.</p> <ul style="list-style-type: none"> • Work without constant direct supervision, prioritising own workload to meet specified deadlines and, when required, assisting team members in meeting their targets through a flexible and adaptable approach • Work safely and with initiative under time pressure • Provide cover for SSO colleagues on leave, including working shifts to cover community use if required • Provide cover across the schools of the Multi Academy Trust as may be required from time to time 	
EDUCATIONAL ACHIEVEMENTS	<ul style="list-style-type: none"> • Sufficient standard of literacy (English) and numeracy (Maths) to undertake the duties of the post confidently and competently 	
EXPERIENCE	<p>Of :</p> <ul style="list-style-type: none"> • Working in a busy school or industrial environment (or similar) • Craftsperson or proven skills in one or more areas related to maintenance • Being a key holder/first point of contact for a large site • Working in an environment of equal opportunities 	
SPECIAL REQUIREMENTS	<p>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Police clearance will be required prior to appointment</p>	