|  |  |
| --- | --- |
| **Knowledge and Experience** | |
| Knowledge of health and safety regulations in relation to the post | Desirable |
| Experience of managing others, instructing and communicating expectations | Desirable |
| An understanding of maintaining security in a public building | Desirable |
| Knowledge, experience and understanding of the day to day management of a public building, e.g. heating, lighting and maintenance | Desirable |
| Knowledge of the organisation and administration structure of a school | Desirable |
| Experience of dealing with   * Primary school children * Members of the school community * School visitors | Desirable |
| **Skills** | |
| Physical fitness appropriate to the tasks in the job description. | Essential |
| Practical/handyperson skills necessary to undertake general building maintenance, minor repairs and porterage duties. Skills in plumbing, electrical work, painting and joinery to a reasonable DIY standard | Essential |
| Ability to follow instructions, organise and prioritise workload and communicate effectively with all members of the school community. | Essential |
| 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 | Essential |
| Ability to write up all relevant paperwork, e.g. timesheets, job reports, incident reports and work to deadlines | Essential |
| Patience and an ability to work towards deadlines, even under pressure. | Essential |
| An ability to prioritise tasks, plan ahead and report on faults and repairs and other needs. | Essential |
| An ability to respond calmly to emergencies – even outside the normal working hours. | Essential |
| **PERSONAL QUALITIES** | |
| Understand that all adults who come into contact with pupils in their work have a duty of care to safeguard and promote their welfare | Essential |
| Understand that the good order of the school and grounds has a positive impact on the learning of the children | Essential |
| Be able to display total honesty, integrity and reliability. | Essential |
| Ability to manage the site and use initiative to deal with challenges that the job can present. | Essential |
| A willingness to be helpful and support staff and school in practical ways. | Essential |
| An affable nature, showing courtesy and respect for others | Essential |
| Ability to attend call-outs and work outside normal hours, when required. | Essential |
| Willingness to undertake training. | Essential |