

Job title	Grade	Directorate	Location
Site Officer	2A SCP 17-19	Children's Services The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.	

Note to manager

In completing this form you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criteria are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

Note to applicants

Whilst all criteria below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

(*See grid overleaf)

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Has up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.	A I
2.	Displays commitment to the protection and safeguarding of children and young people	A I
3.	Ability to undertake minor alterations and repairs within the site.	A I
4.	Knowledge of and experience of cleaning, especially floors.	A I
5.	To act as primary key holder for the site.	A I
6.	Experience of keeping records e.g. cleaning materials, maintenance schedules, Health and Safety records.	A I
7.	Ability to liaise with contractors, agencies, security personnel etc.	A I
8.	Knowledge about the security of premises.	A I
9.	Basic knowledge of heating, plumbing, electrical systems – good DIY skills.	A I
10.	A basic understanding of Health and Safety issues related to schools.	A I

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
11.	Conscientious with the ability to work on own initiative, unsupervised and in a pro-active manner along with the ability to work as a member of a team.	A I
12.	Effective communication skills and willingness to work in a flexible manner to meet the needs of the site.	A I
13.	Ability to manage and supervise the Caretaker's duties.	AI
14.	Ability to work flexibly to meet the needs of the school, including some evening/weekend work.	

Desirable criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Willingness to undertake training.	A I
2.	Experience in the use of cleaning machinery.	A I
3.	Hold an NVQ (2/3) in cleaning First Aid Qualification Health and safety qualification, including ladder training	A I
4.	Experience of supervising cleaning staff.	A I
5.	Knowledge of technical equipment including PA equipment, computer equipment etc.	A I
6.	Understanding of what is required to establish a professional working relationship with staff, parents and children.	A I
7.	Full clean driving licence.	AI

Completed by	Date	Approved by	Date
HEADTEACHER	August 2020		

Method of assessment (* M.O.A.)

A = Application form, C = Certificate, E = Exercise, I = Interview, P = Presentation, T = Test, AC = Assessment centre