

EMPLOYEE SPECIFICATION:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Ability to work as part of a team	*		A/I
Ability to relate to people both in person and on the telephone	*		A/I
Ability to deal with day to day issues on own initiative	*		A/I
Ability to move heavy furniture	*		A/I
To possess basic DIY/maintenance skills	*		A/I
Ability to present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all	*		A/I

KNOWLEDGE/QUALIFICATIONS	Ess	Des	MOA
Awareness and understanding of basic safety and security measures	*		A/I
Working knowledge of relevant polices/codes of practice/legislation	*		A/I
Knowledge of Health and Safety procedures and precautions	*		A/I
Knowledge of COSHH regulations	*		A/I
Willingness to develop knowledge of use of ICT and other specialist equipment/resources		*	A/I
Awareness of health and hygiene procedures	*		A/I
Knowledge of moving and handling procedures		*	A/I
Participate in development and training opportunities	*		A/I
Knowledge of basic fire regulation requirements		*	A/I
Knowledge of using mechanical cleaning equipment		*	A/I
Full UK driving licence and use of own car		*	A/I

EXPERIENCE	Ess	Des	MOA
Experience of working as part of a team	*		A/I
Handyperson experience	*		A/I

Caretaking/site-keeping experience in a school or similar environment		*	A/I
Experience of working within a cleaning environment		*	A/I
Experience of organising work tasks and duties to meet appropriate service standards e.g. in terms of timeliness, accuracy and customer care		*	A/I

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		A/I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		A/I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		A/I
An ability to respect sensitive and confidential work.	*		A/I
Commitment to own personal development and learning.	*		A/I

METHOD OF ASSESSMENT(MOA)	A = Application Form
	T = Test
	I = Interview
	C = Certificate