

BAYONNE AND JAMES LEE FEDERATED NURSERY SCHOOLS

PERSON SPECIFICATION

Job Title: Site Care Officer

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

Skills, Abilities and Knowledge

1. Oral and written communication skills to communicate effectively with school staff/governors, parents and outside users of the school, including contractors.
2. Ability to undertake administrative tasks such as ordering and record keeping.
3. Basic computer skills would be an advantage.
4. Ability to monitor services (e.g. gas, electricity) to ensure efficiency and avoid wastage.
5. Ability to open and close the premises at the beginning and end of the day, to be a registered keyholder and be responsible for the security of the premises and contents.
6. Ability to identify, monitor and carry out minor repairs and redecoration.
7. Ability to monitor work carried out by outside contractors and arrange regular maintenance checks with contractors
8. Ability to monitor the cleanliness and standards of hygiene in the school and carry out cleaning as required.
9. Ability to prioritise and manage work flow whilst maintaining a flexible approach to respond to urgent requests – to be flexible about working hours and duties.
10. Ability to contribute to the corporate life of the school
11. Ability to be aware of all Health and Safety issues and comply with health and safety regulations to ensure that all duties are carried out safely
12. Recognised training/qualifications associated with premises management would be desirable
13. Ability to adhere to the federation's Equal Opportunities Policy.