

PERSON SPECIFICATION

POST TITLE: Resource Support Level D

SECTION: Schools

ESSENTIAL CRITERIA

Job Related Education and Qualifications and Knowledge

- Educated to NVQ **Level 3** or comparable relevant experience
- **Good working** knowledge of building maintenance in at least two of the following areas: plumbing, decorating, carpentry, basic electric's (such as plugs, fuses & light bulbs)
- **A clear understanding** of health & safety requirements and **COSHH guidelines**

Experience

- **Minimum** of two years experience of Facilities Support work within a school at Level B or C
- Experience of organising or **dealing with** supervision of a range of maintenance and janitorial duties
- Experience of staff **management**
- **Experience of co-ordinating a small budget**

Skills/Abilities

- Physical fitness, encompassing the ability to bend, stretch, lean, reach, carry heavy and awkward items
- The ability to work flexible hours
- Effective verbal communication skills
- **Very good** numeracy & literacy skills
- Strong organisational skills
- The ability to prioritise own workload
- The ability to work unsupervised
- The ability to manage others
- Demonstrate the ability to liaise effectively with other staff, contractors and visitors to the school.

Other Requirements

- Willingness to undertake necessary tasks of an unpleasant nature
- An aptitude for, and a willingness to be trained in modern cleaning methods and machinery (cleaning) operations
- Willingness to learn and keep up-to-date with Health & Safety procedures relevant to the role
- The postholder may be required to attend and successfully complete the 4day Pool Plant operator course if appropriate

Equalities

To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

Post Holder Signature.....

Date.....

Blatchington Mill School is committed to safeguarding our students, we expect all staff and volunteers to support this commitment.