

PERSON SPECIFICATION

POST TITLE: **Resource Support Level E**

SECTION: **Schools**

ESSENTIAL CRITERIA

**Job Related
Education and
Qualifications
and Knowledge**

- NVQ **Level 4** or comparable relevant experience
- *Excellent* working knowledge of building maintenance in at least two of the following areas: plumbing, decorating, carpentry, basic electrics (such as plugs, fuses & light bulbs)
- **An extensive knowledge and clear** understanding of Health & Safety regulations in schools including COSHH guidelines

Experience

- **Minimum of five years experience** of Facilities Support work at a level C or level D
- Experience of organising or dealing with supervision of a range of maintenance and janitorial duties
- **Minimum of two years experience of staff management**
- Experience of **managing** a budget

Skills/Abilities

- Physical fitness, encompassing the ability to bend, stretch, lean, reach, carry heavy and awkward items
- The ability to work flexible hours
- *Excellent* verbal communication skills
- *Excellent* numeracy & literacy skills
- *Excellent* 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.