

# Welton Primary School

## PERSONNEL SPECIFICATION – Facilities Officer / Caretaking

**Post Title:** Facilities Officer /Caretaking

**Status:**

Full time

**Hours:** 35 per week

	Essential	Desirable
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• An understanding of building fabric systems, usage and related operational and security issues</li> <li>• Ability to identify and assess security risks and Health &amp; Safety issues</li> <li>• Understanding of relevant local authority policy and Health &amp; Safety issues</li> <li>• The ability to operate and understand electrical/mechanical systems</li> <li>• Basic understanding of boiler systems</li> <li>• Competent at basic building repairs and maintenance</li> <li>• To be able to use small industrial, electrical and mechanical equipment</li> </ul>	<ul style="list-style-type: none"> <li>• ICT competence</li> <li>• Safeguarding</li> <li>• PREVENT</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Have or agree to undertake appropriate lifting and handling skills</li> <li>• Hold recognised training/qualifications associated with premises management or extensive relevant experience</li> <li>• Risk Assessment experience/qualification</li> <li>• Significant experience or skills in a trade (e.g trade apprenticeship)</li> <li>• The ability to understand and apply regulations such as health &amp; safety, manual handling, COSHH, Legionella etc</li> <li>• Fire awareness</li> </ul>	<ul style="list-style-type: none"> <li>• HSE qualification e.g IOSH awareness course</li> <li>• Working at heights</li> <li>• Manual handling</li> <li>• First Aid</li> <li>• Use of fire extinguishers</li> <li>• Electrical safety course</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Building repairs and/or maintenance</li> <li>• Cleaning and use of cleaning equipment</li> <li>• Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post</li> <li>• Good communication skills</li> <li>• Excellent numeracy and literacy skills</li> <li>• Good IT skills – able to maintain simple spreadsheet and records</li> <li>• Sound planning skills.</li> <li>• Ability to gather information, analyse data and problem solve</li> <li>• Ability to manage own time effectively and demonstrate initiative including establishing priorities</li> <li>• Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests</li> <li>• Display a conscientious and logical approach to the variety of tasks necessary for the</li> </ul>	

	<p>smooth running of the school</p> <ul style="list-style-type: none"> <li>• Ability to adapt to changing and conflicting demands</li> <li>• Ability to demonstrate an understanding of children and how to interact appropriately</li> <li>• Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health &amp; safety related policies.</li> <li>• Ability to comply with Health &amp; Safety regulations to ensure that all duties are carried out</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of building repairs and/or maintenance</li> <li>• Experience of providing an exceptional level of cleaning</li> <li>• Experience of providing an exceptional service to meet the strategic aims of the organisation</li> <li>• Experience of a physically demanding role</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Pride in work and the community representing</li> <li>• Motivated by maintaining an exceptional work and learning environment for the Welton community</li> <li>• Ability to work as part of a team</li> <li>• Willingness to respond to the needs of the school</li> <li>• Be adaptable and flexible in response to the day to day school priorities</li> <li>• Ability to contribute to the life of the school</li> <li>• Show initiative</li> <li>• Good time keeping and reliability</li> <li>• Demonstrate an appropriate attitude towards children</li> <li>• Show commitment to treating everyone in a fair and respectful way</li> <li>• Ability to be flexible and work as part of a team or individually as required</li> </ul>	