

Welton Primary School

PERSONNEL SPECIFICATION – Facilities Officer / Caretaking

Post Title: Facilities Officer /Caretaking

Status:

Full time

Hours: 35 per week

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

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