

OUGHTRINGTON COMMUNITY PRIMARY SCHOOL

Person Specification – Maintenance Officer



April 2025	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Basic awareness of Health & Safety • Knowledge of cleaning standards • Building security • Supervision of cleaning staff and maintenance contractors • General maintenance and repair skills • Able to work on own initiative 	<p>Previous school experience of being a Maintenance Officer</p> <p>Experience of ordering supplies and stocks</p>
Qualifications	<ul style="list-style-type: none"> • No formal qualifications essential but evidence of appropriate levels of literacy and numeracy required • Evidence of sufficient technical skills to carry out the responsibilities of the post • Willingness to attend training courses as required 	<p>Ability to understand and apply regulations such as Health & Safety, manual handling, COSHH, Legionella etc</p>
Special Aptitudes	<ul style="list-style-type: none"> • Able to carry out duties detailed in the Job Description • Willingness to learn • Excellent communication and motivational skills • Ability to maintain a log; write clear instructions; orders and maintenance reports; working knowledge of IT systems • Able to work as part of a team and on own • Set high standards of cleanliness and hygiene • Ability to maintain the excellent standards of Health & Safety of the buildings and school grounds 	
Interpersonal Skills	<ul style="list-style-type: none"> • Polite and courteous • Able to relate to people of all ages, particularly children • Pleasant and positive personality • Reliable • Awareness of Safeguarding and Child Protection 	
Special Circumstances	<ul style="list-style-type: none"> • Willing and able to attend for agreed work pattern of split shift • Flexibility to cover meetings, parents evenings, PTA events etc out of school hours • Flexibility to carry out tasks that are outside of the job description • Ability to adapt to new tasks/range of roles • Adaptable • The position is subject to enhanced DBS clearance 	<p>Access to transport</p>