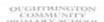
## OUGHTRINGTON COMMUNITY PRIMARY SCHOOL

## Person Specification – Maintenance Officer





April 2025	Essential	Desirable
Experience	<ul> <li>Basic awareness of Health &amp; Safety</li> <li>Knowledge of cleaning standards</li> <li>Building security</li> <li>Supervision of cleaning staff and maintenance contractors</li> <li>General maintenance and repair skills</li> <li>Able to work on own initiative</li> </ul>	Previous school experience of being a Maintenance Officer Experience of ordering supplies and stocks
Qualifications	<ul> <li>No formal qualifications essential but evidence of appropriate levels of literacy and numeracy required</li> <li>Evidence of sufficient technical skills to carry out the responsibilities of the post</li> <li>Willingness to attend training courses as required</li> </ul>	Ability to understand and apply regulations such as Health & Safety, manual handling, COSHH, Legionella etc
Special Aptitudes	<ul> <li>Able to carry out duties detailed in the Job Description</li> <li>Willingness to learn</li> <li>Excellent communication and motivational skills</li> <li>Ability to maintain a log; write clear instructions; orders and maintenance reports; working knowledge of IT systems</li> <li>Able to work as part of a team and on own</li> <li>Set high standards of cleanliness and hygiene</li> <li>Ability to maintain the excellent standards of Health &amp; Safety of the buildings and school grounds</li> </ul>	
Interpersonal Skills	<ul> <li>Polite and courteous</li> <li>Able to relate to people of all ages, particularly children</li> <li>Pleasant and positive personality</li> <li>Reliable</li> <li>Awareness of Safeguarding and Child Protection</li> </ul>	
Special Circumstances	<ul> <li>Willing and able to attend for agreed work pattern of split shift</li> <li>Flexibility to cover meetings, parents evenings, PTA events etc out of school hours</li> <li>Flexibility to carry out tasks that are outside of the job description</li> <li>Ability to adapt to new tasks/range of roles</li> <li>Adaptable</li> <li>The position is subject to enhanced DBS clearance</li> </ul>	Access to transport