

## Person Specification

### Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.		AF/C/T
<b>Experience</b> Relevant work and other experience	Significant relevant experience	AF/I
	Previous experience of supervising staff	AF/I
	Previous experience in a school	AF/I
	Previous experience managing a budget	AF/I
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b>	AF/I
	Ability to undertake administrative tasks including budget monitoring	AF/I
	Knowledge of COSHH	AF/I
	Ability to undertake a range of maintenance tasks	AF/I
	Good interpersonal skills	AF/I
	Good organisational skills	AF/I
	Ability to present straightforward reports	AF/I
	Ability to prioritise own workload and that of cleaning and caretaking staff, as appropriate	AF/I
	Ability to lead and motivate a team effectively	AF/I
	Ability to work on own initiative and make decisions	AF/I
	Ability to work under pressure	AF/I

	Ability to develop good working relationships with staff pupils visitors and all users of the school site  Ability to work without supervision	
<b>Training</b>	Willingness to undertake further training as appropriate	AF/I
<b>Other</b>	Ability to undertake manual work and to perform tasks included in the job description	AF/I
	Availability for call-out duties (e.g. to respond to alarms)	AF/I
	Willingness to wear protective clothing as supplied	AF/I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

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Date:

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