



# Hulme Hall Grammar School

## Site Officer Person Specification

The following list shows the essential and desirable characteristics we are looking for when considering candidates for this post.

Attributes	Essential	Desirable	How Identified
<b>Education / Qualifications</b>	<ul style="list-style-type: none"> <li>A sound basic level of general education to GCSE / A Level standard.</li> </ul>	<ul style="list-style-type: none"> <li>Full Clean Driving Licence</li> <li>Trade qualification e.g. plumbing, electrical, joinery.</li> </ul>	Application Form and Interview
<b>Experience / Knowledge</b>	<ul style="list-style-type: none"> <li>Previous experience in the maintenance of buildings.</li> <li>Experience of working with contractors and outside agencies.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working as part of a site team in a school environment.</li> </ul>	Application Form and Interview
<b>Skills, Attributes and Abilities</b>	<ul style="list-style-type: none"> <li>Effective organisational skills.</li> <li>Have a strong sense of teamwork and good drive and initiative when working alone; very enthusiastic and motivated with an excellent 'can-do' approach</li> <li>Practical skills e.g. general maintenance and DIY.</li> <li>Be highly responsive and flexible to rapidly changing priorities</li> <li>Possess good interpersonal skills and strong sense of customer service towards staff and parents.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant qualifications in one or more of the following: heating systems, joinery, plumbing, electrical, general, grounds or buildings maintenance, painting &amp; decorating</li> </ul>	Application Form and Interview
<b>Any Additional Factors</b>	<ul style="list-style-type: none"> <li>Willingness to be flexible with working hours to respond to the needs of the school.</li> <li>Commitment to attend evening meetings and events as required.</li> </ul>		Application Form and Interview