

PERSON SPECIFICATION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

JOB TITLE Site Maintenance Officer

JOB REF: AAAD5005

GRADE: 5

DEPT/SERVICE: Children's Services

UNIT/SECTION: Bexton Primary School

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Experience	Working with minimum supervision.	Previous caretaking / security experience. Previous experience of working in a school setting.	Application form Interview Reference
Job related Knowledge	Able to read, write and have basic mathematical ability Basic DIY skills	Knowledge of Health and Safety Requirements within a school environment Knowledge and experience of programming and maintaining fire detection and warning, security and heating systems	Application form Interview Reference
Skills and Aptitudes	Self-motivated with a "can do" attitude. Good, effective communication and interpersonal skills		Application form Interview Reference
Other requirements	Good attendance record Able to work as part of a team Approachable Good sense of humour Flexible		Reference Interview

Cheshire East Council is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.