

## Person Specification

### Method of Assessment (MOA)

Application Form	Certificate	Interview	Test or Exercise	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.	<b>*Delete if not applicable</b> *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

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