

## EMPLOYEE SPECIFICATION

When filling in the application form, please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the *Essential and Desirable* criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act, we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

<b>Post Title:</b> Site Operative	<b>Directorate/School:</b> Springwell Leeds Academy	<b>Grade:</b> 2 Point 9 - 13
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Criteria No	Attributes	Criteria	How Identified	Rank
	Relevant Experience	A minimum of 2 years relevant experience	Application form/Interview	Desirable
		Previous experience of an FM or an estates type role	Application form/Interview	Essential
		Sound knowledge of safe maintenance and cleaning techniques	Application form/Interview	Essential
		General basic maintenance	Application form/Interview	Essential
		Solid grounding/understanding of what it means to provide a customer led service to schools	Application form/Interview	Essential
		Ability to communicate with a wide variety of people using a range of mediums	Application form/Interview	Essential
	Education and Training Attainments	Health & Safety qualification IOSH	Application form/Interview	Desirable
		Experience of working in an educational establishment	Application form/Interview	Desirable

	General and Special Knowledge	Effective use of site equipment and other specialist equipment/resources for site maintenance & management	Application form/Interview	Essential
		Understanding the needs of the school and the reactive nature of getting sites back to 'normal' working conditions	Application form/Interview	Desirable
		Knowledge of building Health and Safety	Application form/Interview	Desirable
		Knowledge of Statutory & non-Statutory compliance	Application form/Interview	Essential
		Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	Application form/Interview	Essential
	Skills and Abilities	Ability to self-evaluate own work and work required by the school	Application form/Interview	Essential
		Ability to relate well to children and adults.	Application form/Interview	Essential
		Work constructively as part of a team,	Application form/Interview	Essential
		To be able to personalise job tasks	Application form/Interview	Essential
		To develop strategies to support site management	Application form/Interview	Essential
	Additional Factors	This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	Application form/Interview	Essential