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| **Henlow Church of England Academy**  **Site Agent - Person Specification** | | |
|  | **Essential** | **Desirable** |
| Qualifications and experience | * Experience of managing people and working alongside people as part of a team |  |
| * Experience of premises or building related work | * Member of the British Institute of Facilities Management or equivalent * Previously worked in a school |
| * Training and experience in one or more of the following: general maintenance; plumbing; electrical/ building maintenance; heating systems; grounds work; H & S | * An IOSH, NEBOSH certificate or NVQ Level 4 Health and Safety qualification * PASMA qualification to work with scaffold towers |
| * Ability to maintain effective administrative systems including the use of appropriate IT programs | * Experience of managing a budget |
| * Experience and responsibility for Health & Safety within a workplace | * Car owner with clean license |
| Professional knowledge and understanding, skills and attributes | * Ability to plan effectively for short and long term projects | * The ability to achieve challenging professional targets/objectives |
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| Personal skills and attributes | * Decision making skills – the ability to investigate, solve problems and use initiative |  |
| * Be proactive in solving problems and risks |  |
| * Communication skills – both oral and written and the ability to make points clearly and understand the views of others |  |
| * Good organisational skills |  |
| * Commitment to the security and well- being of the school |  |
| * Energy, determination and perseverance |  |
| * Self-confidence, enthusiasm and commitment |  |
| * Reliability and integrity |  |
| * Ability to develop new ideas |  |
| * Flexible working attitude |  |
| Physical requirements | * Able to meet the physical requirements of the position |  |
| * Ability to work at high levels with appropriate equipment |  |
| * Ability to deal with some manual handling |  |