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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
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| * Experience of premises or building related work
 | * Member of the British Institute of Facilities Management or equivalent
* Previously worked in a school
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| * 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
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| * Ability to maintain effective administrative systems including the use of appropriate IT programs
 | * Experience of managing a budget
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| * Experience and responsibility for Health & Safety within a workplace
 | * Car owner with clean license
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| 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
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| * Be proactive in solving problems and risks
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| * Communication skills – both oral and written and the ability to make points clearly and understand the views of others
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| * Good organisational skills
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| * Commitment to the security and well- being of the school
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| * Energy, determination and perseverance
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| * Self-confidence, enthusiasm and commitment
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| * Reliability and integrity
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| * Ability to develop new ideas
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| * Flexible working attitude
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| Physical requirements | * Able to meet the physical requirements of the position
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| * Ability to work at high levels with appropriate equipment
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| * Ability to deal with some manual handling
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