| **4** | | | |
| --- | --- | --- | --- |
| **SKILLS/ ABILITY/ EXPERIENCE** | **TO DO WHAT?** | **HOW WELL?**  **NOW OR WITH TRAINING?** | **HOW IMPORTANT AT THE TIME OF APPOINTMENT?** |
| **KNOWLEDGE**  A broad understanding of Health and Safety Regulations  Practical experience of Safe Working Procedures and Risk Assessments  Broad, practical experience of building maintenance, minor repair work and decorating | To help maintain a safe, secure and clean premises and school environment during and out of school hours  To ensure inspections, drills, alarm tests and risk assessments are carried out to agreed schedule  To ensure that the school site is cleaned and maintained to a high standard | Now  With training  Now | 5  3  4 |
| **MENTAL SKILLS**  Ability to use own judgement | To solve routine problems/issues in the absence of the Site Manager | Some ability now | 3 |
| **INTERPERSONAL & COMMUNICATION SKILLS**  Ability to communicate information and ideas effectively | To develop and maintain effective working relationships with colleagues, pupils and “partners” of the school (Parents, PSA, Governors, Visitors) | Now | 3 |
| **PHYSICAL SKILLS**  Ability to use appropriate machinery as necessary to fulfil the duties of the post | To undertake cleaning, repair work and maintenance | With training | 3 |
| **INITIATIVE & INDEPENDENCE**  Ability to organise own workload and use initiative to solve minor problems | In the absence of the Site Manager, to organise own work and that of the Cleaners | Now | 3 |
| **PHYSICAL DEMANDS**  Reasonable level of physical fitness | To carry out minor repairs and upkeep (e.g. changing of light bulbs; clearing drains; removing litter) and to undertake internal redecoration as required  To undertake cleaning duties as required | Now | 4 |
| **MENTAL DEMANDS**  Occasional |  |  |  |
| **EMOTIONAL DEMANDS**  N/A |  |  |  |
| **RESPONSIBILITY FOR PEOPLE**  Understanding of key safeguarding issues and procedures | To ensure correct reporting and monitoring of any safeguarding issues arising across the school  To maintain appropriate levels of confidentiality and data security in respect of personal/pupil/colleague information | Awareness of the sensitivity of these issues now. Training in school procedures given | 3 |
| **RESPONSIBILITY FOR SUPERVISION**  N/A |  |  |  |
| **FINANCIAL RESPONSIBILITY**  N/A |  |  |  |
| **RESPONSIBILITY FOR PHYSICAL RESOURCES**  Knowledge of basic stock management principles | To act as a key holder and be responsible for the security of the building in the absence of the Site Manager  To assist the Site Manager in managing supplies and stock control | Now  With training | 5  2 |