**North Borough Junior School**

**Person Specification**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA**  |
| **QUALIFICATIONS** | Level 2/3 Diploma (or equivalent) and proficient technical and practical skills. |
| **EXPERIENCE** | Previous relevant experience including supervisory experience |
| **SKILLS AND ABILITIES** | * Wider awareness of the related working environment eg client groups
* Use of wide range of machinery/equipment eg kitchen, gardening and general maintenance
* Sufficient knowledge related to a range of council services and activities in order to train, coach and/or mentor others
* To organise others and own workload in order to achieve the job
* Ability to identify changes required to work routines and act upon them in liaison with supervisors, clients and others as relevant
* Ability to maintain accurate and timely records as required by the role eg cash returns, client diaries, contractors’ schedules, etc.
* Ability to deal with everyday problems and to identify which problems should be referred to supervisor
* Ability to monitor job activities as required by the role
* Ability to understand information and advise and liaise with others accordingly
* Ability to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate
* Has written and numeric skills in order to complete more detailed records and reports
* Ability to listen, observe and contribute to discussions as required for the role eg child care, work plans, etc.
* Ability to influence, encourage, persuade and negotiate with others to achieve desired results (e.g. to diffuse bad behaviour, to ensure work is carried out in accordance with plans, etc.)
* Ability to communicate using information technology as required for the role
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| **KNOWLEDGE** | * Knowledge and expertise in minor maintenance and repair
* Knowledge of financial/ordering/monitoring procedures as required
* Knowledge of how own job fits into the activity and role of the area/site
* Knowledge of a range of other jobs in the area
* Understands and able to apply Health and Safety procedures relevant to the job such as:
* Manual handling;
* safe use of machinery and/or equipment;
* COSHH ;
* First Aid and Hygiene Practice;
* lone working procedures and responsibilities
* Able to recognise and to deal with emergency situations
* Will need to undertake training to keep knowledge up to date
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