



Maldon Primary School

Wantz Chase, Maldon, Essex CM9 5DQ

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Headteacher - Mrs. Eileen Thorn



Pay Scale/Grade:	37 hrs, 52.14 Wk/Yr, NJC Scale 2020 Scale 4/5 Point 7 to 11
Reports to:	School Business Manager
Liaison with:	School Staff, Contractors, The public/hirers, TKAT staff and representatives

The selection decisions will be based on the criteria outlined below. At each stage of the process, an assessment will be made by the appointment panel to determine the extent to which the criteria have been met.

When completing your application form and supporting statement in the person specification, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

Factors	Essential	Desirable	Assessment Method
Education, Qualifications and Training	<ul style="list-style-type: none"> • Current First Aid qualification or willingness to undertake training to become a qualified First Aider 	<ul style="list-style-type: none"> • Completed secondary education • Training in Health & Safety, PAT testing, working at heights, manual handling etc. • Level 2 NVQ in Literacy and Numeracy or GCSE Grade C equivalent 	Certificates
Experience	<ul style="list-style-type: none"> • Experience of carrying out basic DIY tasks 	<ul style="list-style-type: none"> • Previous experience of working in a premises role in a school or public building • Experience of cleaning in a work environment • Proven experience in carrying out maintenance in a school or similar organisation 	Application form and selection events
Knowledge and Understanding	<ul style="list-style-type: none"> • Intermediate knowledge of ICT • Awareness of keeping children safe • Basic knowledge of Health and wellbeing, safety and child protection • Understanding of the academy's Ethos and Values • Understanding of Data Protection and confidentiality • To have an understanding of and a commitment to child welfare and safety 	<ul style="list-style-type: none"> • Awareness of Control of Substances Hazardous to Health (COSHH) • Knowledge of legionella and asbestos testing 	Application form and selection events

	<ul style="list-style-type: none"> ● Ability to work in an organised manner and use initiative ● Lone working 		
Skills, abilities and personal characteristics	<ul style="list-style-type: none"> ● Ability to solve problems and find solutions ● Active listener ● Good communication (written and verbal) ● A team player ● Highly motivated ● Good basic DIY skills ● Proven ability to work both as part of team and alone without supervision ● Accept and respond to authority and supervision ● Work with guidance, but under limited supervision ● Good timekeeper, organised, motivated, hardworking with a sense of humour. ● Reliable and trustworthy ● Flexible attitude to work 	<ul style="list-style-type: none"> ● Mature attitude which inspires confidence in those you have contact with ● Specific skills in the trade of plumbing, electrical and/or carpentry 	Application form and selection events