

Site Technician: Job Description

Diocese of Norwich Education Services Company are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	Head of Estates
Grade	DoNESC Band A
Hours	30 hours per week
Location	Based at Hopton & Kessingland Church of England Primary Academies. You may be required to travel to undertake work at academies and sites within or serviced by the Diocese of Norwich Education Services Company as needed.

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none"> • Good numeracy and literacy skills (GCSE or equivalent) 	<ul style="list-style-type: none"> • NVQ Level 2 (or equivalent) qualification 	
Skills and Abilities	<ul style="list-style-type: none"> • Able to follow the Trust's safeguarding procedures and recognise when to report any concerns • Attention to detail when undertaking duties. • A commitment to safeguarding and promoting the welfare of children and young people • Ability to work with minimum supervision and resolve problems independently. • Ability to plan and prioritise workload. • Awareness of need for confidentiality • Flexible with working hours • Willingness to take on new challenges. • Ability to establish rapport and respectful and trusting relationships with others 	<ul style="list-style-type: none"> • Willingness to be involved in the wider life of the Academy • A desire to undertake further training and development where necessary. • Motivate others within the cleaning team • Aware of the varied roles of all staff in the educational setting • Ability to manage difficult or controversial exchanges. 	



	<ul style="list-style-type: none">• Fit and able to carry out manual and portage tasks within the Health and Safety guidelines momentum and excitement around initiatives and new approaches.• Clean driving license• This role may include travel to other academies in accordance with the schedule of works devised by the line manager.		
Experience	<ul style="list-style-type: none">• Experience of caretaking and or site security• Some experience of using cleaning materials in a work environment	<ul style="list-style-type: none">• At least 1yrs caretaking experience• Experience of working in schools• Able to carry out premises inspections and risk assessments• Experience in plumbing, general electrical maintenance, carpentry, painting/decorating	
Knowledge and understanding	<ul style="list-style-type: none">• The responsibility of every individual for safeguarding and promoting the welfare of children• Know the basic principles of site management• Basic gardening and / or grounds maintenance skills• Use of practical skills to improve the site and buildings• Some knowledge of security, heating and other building systems	<ul style="list-style-type: none">• Good knowledge of security, heating and other building systems• Knowledge of enhanced Covid-19 cleaning schedules• Health and Safety, COSHH, ladders and manual handling training• To have an understanding of the structure and operation of a school• Anticipate and reduce risk where possible, making suggestions for improvements.	



	<ul style="list-style-type: none">• Knowledge of operating cleaning schedules• Some understanding of Health and• Safety regulations and procedures• Ability to use a computer for basic tasks such as email• Excellent communication and organisational skills both written and oral• Safe working procedures with regards to chemicals and equipment		
Other requirements	<ul style="list-style-type: none">• A professional role model who is committed to their• own professional development and to developing others• Committed to and able to promote the aims of the academy and the values of the Trust. Including promoting our culture of high aspiration that is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ.• Able to work calmly under pressure and withstand stress• Able to work flexibly, and to• attend meetings and INSET days as required		

Person specification reviewed by:

Date:



Diocese of Norwich
Education
Services Company