

# Person Specification

Post Title: Grounds and Maintenance Coordinator		Grade 3	Department: Central Support	
Criteria relevant to the job	Essential Requirements necessary for safe and effective performance in the job	Method of Assessment	Desirable Where available, elements that contribute to improved/immediate performance in the job	Method of Assessment
Qualifications and Training	<ul style="list-style-type: none"> <li>A formal apprenticeship or craft equivalent and with experience, or a City &amp; Guilds / NVQ level 2 or equivalent</li> </ul>	Application form and interview	<ul style="list-style-type: none"> <li>Four or more GCSE / 'O' level subjects or equivalent</li> <li>PAT testing qualification</li> </ul>	Application form and interview
Experience	<ul style="list-style-type: none"> <li>Four years multi-skilled maintenance experience, including joinery, electrics, plumbing and painting and decorating.</li> <li>Grounds and gardening maintenance.</li> <li>Experience of boiler plant equipment, fire alarm system and equipment, distribution boards, etc</li> <li>Risk assessment processes relevant to the role</li> <li>Working with contractors</li> <li>Working with Permits to work</li> </ul>	Application form and interview	<ul style="list-style-type: none"> <li>PAT testing experience</li> <li>Water hygiene testing</li> <li>Medical gases</li> <li>Working in a healthcare environment</li> <li>Supervising / mentoring volunteers.</li> </ul>	Application form and interview

Skills and Knowledge	<ul style="list-style-type: none"> <li>• General knowledge of maintenance and repairs</li> <li>• COSHH</li> <li>• Supervisory skills</li> <li>• Good knowledge of health and safety</li> <li>• Familiar with the operation and maintenance of basic garden equipment</li> </ul>	Application form and interview	•	
Personal Attributes	<ul style="list-style-type: none"> <li>• A flexible approach to undertaking a variety of tasks</li> <li>• Good interpersonal skills to work with staff at all levels</li> <li>• Hands-on attitude</li> <li>• IT literate</li> <li>• Able to use own initiative to solve problems</li> <li>• Demonstrates St Cuthbert's values of Respect, Professionalism, choice, compassion, reputation and integrity.</li> </ul>	Interview	•	
Special Requirements	<ul style="list-style-type: none"> <li>• Able to work flexible hours occasionally to meet the varying demands of the job.</li> </ul>	Interview		

**Signature of Post holder:** ..... **Date:** .....

**Signature of Manager:** ..... **Date:** .....