

Campus Officer – Person Specification

Before completing your application please read the Person Specification and Job Description. In supporting your application you should demonstrate how your qualifications, skills and experience match the requirements of the role.

	Essential	Desirable
Qualifications		
Good numeracy and literacy level	✓	
NVQ level 1/level 2 in relevant area	✓	
Certification of relevant health and safety training or a willingness to attend appropriate Health and Safety and safeguarding training	✓	
Experience of working within a SEND setting		✓
Experience of working within a school caretaking setting		✓
Experience		
Knowledge of maintaining a large public building	✓	
Knowledge of Health and Safety	✓	
Knowledge of fire and security systems	✓	
The know-how to assess and carry out minor repairs and maintenance independently and refer up when required	✓	
ICT literacy	✓	
A thorough practically based understanding of premises maintenance issues	✓	
Qualification in plumbing, electric, engineering or carpentry		✓

Skills & Abilities	Essential	Desirable
<p>Is able to positively contribute to Impington Village College / Cavendish campus</p> <p>Ability to communicate effectively with all members of the school including children and wider community to facilitate partnerships.</p> <p>Ability to work independently and as part of a team.</p> <p>Ability to organise one's own work, to prioritise tasks and keep to deadlines with the use of Parago</p> <p>Ability to deal with confidential information sensitively and appropriately in line with school and trust policies.</p> <p>Clear and successful decision making skills and a proven track record of problem solving</p> <p>Willingness and motivation to develop own skills and work towards professional training qualifications</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
Personal Qualities		
<p>Empathy with the ethos and values of ELA and TCS a commitment to working collaboratively with the Trust and embedding the Trust ethos and values in the school.</p> <p>Conscientious, flexible, trustworthy and reliable.</p> <p>Physically fit and active and have good DIY skills.</p> <p>Is enthusiastic about children and young people with special educational needs and disabilities and has a high level of commitment.</p> <p>Commitment to young people's wellbeing, safeguarding and development</p> <p>A positive 'can do' attitude, shared with pupils and colleagues to build and sustain a great team ethos</p> <p>High levels of resilience and determination Demonstrable experience of highly effective communication skills, both orally and in writing and as an active listener</p> <p>Role model of best practice, with a professional manner that motivates others and inspires confidence, trust and respect.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

Be highly organised and able to plan and prioritise work within timeframes and to meet deadlines.	✓	
Creative approach to problem solving	✓	
Flexibility and willingness to adapt quickly and effectively to changing situations/circumstances.	✓	
Maintain confidentiality	✓	
Open minded and good sense of humour		✓
Minibus driver, or the willingness to complete D1 License and minibus training (MIDAS)		
Full UK Driving license and business insurance		

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people and to be committed to promote diversity and equality for all.