****

**PERSON SPECIFICATION FOR PREMISES ASSISTANT**

|  |  |  |
| --- | --- | --- |
| **Qualifications and Experience:** | **Essential** | **Desirable** |
| Experience of premises, cleaning or building related work |  | ✓ |
| Experience of working in schools  |  | ✓ |
| Experience of using computerised security systems |  | ✓ |
| Evidence of training in risk assessment and / or general Health & Safety |  | ✓ |
| Full clean driving licence |  | ✓ |
| Experience of grounds maintenance |  | ✓ |

|  |  |  |
| --- | --- | --- |
| **Professional knowledge and understanding, skills and attributes:** | **Essential** | **Desirable** |
| The ability to achieve challenging professional targets/objectives.  |  | ✓ |
| The ability to carry out practical tasks to a high standard |  | ✓ |

|  |  |  |
| --- | --- | --- |
| **Personal skills and attributes:** | **Essential** | **Desirable** |
| Communication skills (both orally and in writing) – the ability to make points clearly and understand the views of others | ✓ |  |
| Ability to develop new ideas |  | ✓ |
| Personal impact and presence |  | ✓ |
| Energy, determination and perseverance | ✓ |  |
| Self confidence |  | ✓ |
| Enthusiasm and commitment | ✓ |  |
| Reliability and integrity | ✓ |  |
| A level of physical fitness to facilitate the requirements of the post | ✓ |  |
| Personal pride in their work with a “can do” attitude | ✓ |  |

**Note -** This person specification is not necessarily a comprehensive definition of the post. It will be subject to modification and amendment after consultation with the post-holder.