

PERSON SPECIFICATION

Facility & Letting Assistant

Qualifications and Training

- Good standard of general education
- Good numeracy/literacy skills
- A relevant qualification or NVQ in joinery/plumbing/glazing/painting & decorating/electrics – or relevant experience
- Holding or willing to work towards a recognised first aid certificate
- Good basic IT skills e.g. Experience of Microsoft Office applications

Knowledge and Experience

- A minimum of 1 years' experience in general caretaking, and/or maintenance work or premises work
- Employment experience in one or more of the skill areas listed above
- Experience of working within an educational environment
- Experience of working with young people
- Commitment to the implementation of the School's Equal Opportunities Policy

Skills and Personal Qualities

- Good communication skills
- Ability to work as part of a team
- Ability to work without direct supervision
- Good interpersonal skills
- Ability to deal well with staff and visitors
- Keen eye for detail and commitment to promoting a pleasing and safe environment
- Enthusiasm and positive attitude
- Well organised
- Flexible approach to work and the ability to work under pressure
- Manual dexterity
- Able to work flexible hours to address the needs of the service during the academic year