

## PERSON SPECIFICATION- Facilities Warden Apprenticeship

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

<b>Qualifications &amp; Training</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Level 2 qualifications in English and Maths or equivalent	<b>E</b>	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Willingness to undertake and complete training to assist fulfil the role	<b>E</b>	
<input type="checkbox"/> Willingness and ability to obtain and/or enhance qualifications and training for development in the post	<b>E</b>	
<b>Knowledge &amp; Experience</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Working flexibly to meet business needs	<b>E</b>	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Experience of working in a school- based environment	<b>D</b>	
<input type="checkbox"/> Able to maintain simple compliance records	<b>D</b>	
<b>Skills &amp; Key Criteria</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Ability to effectively communicate with a wide range of audiences	<b>E</b>	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Ability to use standard ICT packages including Microsoft Office	<b>E</b>	
<input type="checkbox"/> Ability to respect and maintain confidentiality, including following general data protection regulations	<b>E</b>	

<input type="checkbox"/> Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues	<b>E</b>	
<b>Personal Attributes</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> A supportive and co-operative team member	<b>E</b>	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Ability to work outside normal academy hours in line with academy and community needs	<b>E</b>	
<input type="checkbox"/> Ability to understand and carry out instructions	<b>E</b>	
<input type="checkbox"/> Excellent time management skills	<b>E</b>	
<input type="checkbox"/> Ability to plan and organise work in methodical manner	<b>E</b>	
<input type="checkbox"/> Enthusiastic and self- motivated	<b>E</b>	
<input type="checkbox"/> Flexible, reliable and conscientious and able to provide good Customer Service	<b>E</b>	
<b>Equal Opportunities</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	<b>E</b>	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	<b>E</b>	
<b>Safeguarding</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Commitment to the protection and safeguarding of children and young people	<b>E</b>	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	<b>D</b>	