



COLLEGIATE

INDEPENDENT CO-EDUCATION

PRE-SCHOOL TO SIXTH FORM

Premises Assistant

Person Specification

Essential
Physically fit in order to meet the physical demands of the role.
Be polite, professional and friendly at all times with pupils and colleagues.
Be flexible, reliable, punctual and trustworthy.
A flexible and versatile approach to work.
Ability to work to set schedules
Ability to reprioritise work at short notice, responding to urgent tasks while undertaking routine tasks.
Be prepared to assist colleagues in a willing and positive manner including assisting with other duties as required.
Be able to manage their own time effectively and to prioritise work.
Ability to work as part of the Maintenance team.
Comfortable working alone in the evening.
Have the ability to respect and value the different experiences, ideas and backgrounds of others.

Desirable
Working at heights or ladder trained
Enthusiastic with an eagerness to learn new skills.
Experience or understanding of working in a school/education/leisure environment.
Committed to contributing towards the school community.
Knowledge and understanding of Health & Safety at Work regulations.
Tactful and discreet, whilst mindful of observing Safeguarding and professional standards.



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In addition to the above, the successful applicant will be expected:

- To promote the safeguarding and welfare of children and young persons for whom they are responsible or come into contact with;
- To be supportive of and committed to the School's policies on Child Protection;
- To be supportive of the School's policies on Equal Opportunities;
- To be mindful of their personal responsibilities relating to Safety, Health and the Environment;
- To be mindful of the need to treat all sensitive information relating to pupils, fellow employees and the business of the School as confidential;