



## Person Specification

### Attributes

#### Knowledge and Experience

### Description

GCSE's (or equivalent) at Grade C or above including Maths and English.  
Experience of working in an 11-18 school  
Knowledge and understanding of Health and Safety requirements  
Knowledge and understanding of heating systems, alarm systems – including fire alarm systems  
DIY / Maintenance experience in a similar role

### Desirable

Health and Safety work qualification  
First Aider at work qualification  
Manual handling  
Working at height

#### Skills and Abilities

The ability to work as part of a team and to develop and maintain positive relationships with teaching and other support staff  
Ability to manage and communicate effectively  
Good organisation skills  
Attention to detail  
Multitasking  
Ability to work in a fast-paced environment  
Problem solving skills  
Ability to prioritise tasks and show excellent time management skills  
Ability to use own innovative when working without supervision  
DIY skills

Computer literate for use of emails, Microsoft office and internet browsing

#### Personal Qualities

Ability to solve problems and make decisions  
Willingness to learn new systems and establish new procedures  
Ability to prioritise  
Flexible approach  
Have a positive 'can do' attitude  
Honest and trustworthy  
Reliable