

Facilities Assistant – Person Specification

Criteria	
(1 = Essential, 2 = Desirable)	
EDUCATION	
GCSE or equivalent in English and Mathematics equivalent experience	2
EXPERIENCE	
Working in an educational environment	2
Maintenance experience preferred	2
SKILLS / KNOWLEDGE / ABILITY	
Ability to keep the school site secure – locking/unlocking site, checking security when locking school (eg ensuring all windows all closed etc), setting alarm system.	1
Be prepared to work flexibly, occasionally working early shifts and/or evenings and weekends	1
Ability to complete physical tasks in a timely, accurate and organised manner eg setting out chairs for assembly, setting up exam rooms exactly to the plan drawn up by the Exams Officer, litter picking and emptying bins, sweeping, weeding and cleaning paths (removing snow, ice and water when necessary), and carrying out cleaning tasks if a cleaner is unavailable.	1
Ability to work safely at heights (using a ladder or scaffolding) [training will be provided]	2
Demonstrate good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, pupils, visitors and suppliers/contractors – using information technology as needed in the role	1
Ability to safely complete manual handling tasks (lifting, moving and storing objects) [training will be provided]	1
Use of wide range of machinery/equipment to carry out day to day basic maintenance of school site and equipment eg repairs to fixtures and furnishings, painting and decorating	1
Ability to accurately carry out tasks such as meter reading and stock checks, and maintain accurate and timely records as required by the role	1
Understand and demonstrate the ability to apply Health and Safety procedures relevant to the role eg manual handling, safe use of machinery and equipment	2
Ability to deal with everyday problems: to identify which problems should be referred to a supervisor, which problems can be dealt with, and which situations are an emergency	1
PERSONAL QUALITIES	
Initiative and ability to prioritise own work	1
Ability to follow direction and work in close collaboration with Senior Caretaker and Operations Manager	1
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	1
Committed to equality and diversity	1
Ability to work flexibly to meet deadlines and respond to unplanned situations	1