



# KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS

## Premises Assistant (Weekends Only) Person Specification

Please note that all criteria specified on this form will be used as guidance when shortlisting all applications and again at interview. Please ensure you provide evidence within your application giving examples where appropriate, as to how you meet the specified requirements for the job.

SKILLS	
	<p>Committed to delivering high standards of cleaning, security and promoting a safe working environment for our staff and lettings customers.</p> <p>*Good written and verbal communication skills and enjoy working as part of a team.</p> <p>*Sound ICTskills.</p> <p>*Ability to plan work over time and prioritise tasks.</p> <p>*Self-motivated and can work on own initiative.</p> <p>*Ability to work methodically under pressure.</p> <p>*Ability to work in a flexible and responsible way.</p> <p>*Able to undertake manual work that may include the need to walk, bend, lift and carry moderate weights.</p> <p>* Committed to the provision of quality services to achieve best estate functionality to meet the School’s objectives.</p>
EDUCATION & QUALIFICATIONS	
	<p>*Working towards or hold an NVQ Level 1 qualification (or equivalent) and be</p> <p>*Working towards, or hold, a Working Safely qualification.</p>
EXPERIENCE	
	<p>*Experience of working in a similar role.</p> <p>*Experience of Facilities procedures and knowledge of relevant equipment.</p> <p>*Have a range of general maintenance, caretaking and cleaning experience.</p>