

PERSON SPECIFICATION

POST TITLE: Premises Assistant

	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Good level of numeracy and literacy • Experience/evidence of working within a premises/facilities environment • Experience of working within a team • ICT literate with Microsoft applications 	<ul style="list-style-type: none"> • Experience of working in a school environment • Qualifications related to the role.
Ability, Skills and Knowledge	<ul style="list-style-type: none"> • Basic Understanding of health and safety requirements of a large site and the ability to recognise and act to avoid potential risks under Health & Safety legislation • Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post • Effective communication skills with a wide range of stakeholders • Ability to meet high expectations and foster a culture of continuous improvement • Ability to prioritise workflow accordingly • Comfortable interacting positively with pupils & staff 	<ul style="list-style-type: none"> • Competent at basic building repairs and maintenance
Personal Qualities	<ul style="list-style-type: none"> • Professional in appearance, manner and attitude. • Calm under pressure. • Ability to be flexible and work as part of a team or unsupervised • Good interpersonal skills. • Enthusiastic • Hardworking and self-motivated. • Good sense of humour. • Flexible with regards to working hours and the school calendar 	