

PERSON SPECIFICATION FOR PREMISES ASSISTANT

Criteria	Essential	Desirable
Experience		
Experience in a building/site maintenance role including forward planning and problem solving		√
Qualifications		
Good general education	√	
Recognised training/qualifications associated with premises management		√
Health and Safety qualification		√
Skills and Knowledge		
Proven building maintenance skills		√
Good oral and written communication skills	√	
Ability to gather information and problem solve	√	
Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests	√	
Knowledge of basic site maintenance and environment matters	√	
Knowledge of building maintenance works e.g. plumbing carpentry, electrical	√	
Personal Strengths		
Enjoy working as part of a team	√	
Be adaptable and supportive of colleagues	√	
Flexible	√	
Have a positive attitude, energy and commitment	√	
Ability to carry out the portering role	√	
Safeguarding		
GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.		