



PERSON SPECIFICATION

Premises Assistant

E = Essential

D = Desirable

How identified: Application Form = (AF); Interview = (I); References = (R)

Qualifications and Experience

1. A good level of literacy and numeracy (E)(AF)
 2. Digital Literacy: confident and comfortable with email, Office 365, and elementary use of windows software or equivalent (I)
 3. Relevant experience of skills in a trade, handy person or DIY (E)(AF)
 4. First Aid trained (D) (AF)
 5. Competent at basic building repairs and maintenance (E) (I)
 6. To be able to use small industrial, electrical and mechanical equipment (D) (AF)
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Ability, Skills, Knowledge

1. Able to work under direction of a line manager
2. Attention to detail
3. Able to work logically, methodically, and safely, showing an awareness of the working school environment which contributes to the smooth running of the school (E) (I)
4. Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post (E) (AF) (I)
5. Good communication skills (E) (AF) (I), for example when relaying essential relevant information to a contractor over the phone
6. Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests (E) (I)
7. Sound planning and negotiating skills (E) (I)
8. Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school (E) (I)
9. Ability to be flexible and work as part of a team or individually as required (E) (I) (R) (AF)
10. Ability to demonstrate an empathy of children with special educational needs (E) (I)
11. Ability to contribute to the life of the school (E) (AF) (I)



12. Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies (E) (I)
13. Able to take on and process verbal information quickly, effectively and accurately; relaying the same as necessary (E) (I) (AF)
14. Problem solving and curious by nature: "in what other ways could we resolve this problem?" (E) (AF)
15. Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely, and promotes safer working for all in the workplace (E)(I) (AF)
16. Willingness to work flexible hours including evenings and possibly weekends on occasions (E) (I)
17. Able to maintain a positive outlook, engaging in a warm and professional way, including when working under pressure (E) (I)

The school reserves the right to review the nature of the job description as often as is needed.