Person Specification
Premises Assistant

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Knowledge/Qualifications:

- Basic Training and/or interest in one or more of the following: general maintenance, plumbing, electrical/building maintenance, heating systems, grounds work
- Computer literate with good working knowledge of ICT including using the internet and Microsoft Office Suite.

Skills/Abilities:

- Ability to prioritise, plan, schedule and meet deadlines and evaluate work
- Ability to be proactive and work on own initiative and manage own workload
- Commitment to the security and wellbeing of the school
- A willingness to undertake as necessary training in all aspects of the job including health and safety
- Good written and verbal communication skills
- Some evidence of administration skills e.g. Record keeping, timesheets etc
- Awareness of Health and Safety Regulations
- Ability to remain calm in emergencies

Experience:

- An understanding that the needs and safety of the children and staff are of prime concern
- Work effectively both independently and as part of a team
- An awareness of the need for strict hygiene and cleaning standards
- Experience or expertise in DIY
- Building Maintenance
- Cleaning work
- Working with contractors

Personal Qualities:

- An interest in professional self-development
- A willingness to contribute to the wider life of the school
- Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality, diversity and inclusion
- To be a proactive member of the school community
- Hard-working
- Common sense and initiative

Physical Requirements:

- Reasonably fit and able to carry out duties
- Ability to work at high levels with appropriate equipment
- Ability to deal with some manual handling