
PERSON SPECIFICATION

PREMISES ASSISTANT

Date:

Name:

Responsible to: Site Manager

Job Title: Premises Assistant

GRADE: H3 – H4

Knowledge

- A good standard of education, particularly in English and Mathematics.
- Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.

Experience

- Have proven successful relevant employment experience

Skills & Abilities

- Full UK driving licence
- Able to or willingness to learn to drive a minibus
- Good practical skills
- Good numeracy and literacy skills
- Be able to show empathy and understanding in sensitive situations whilst being able to exercise judgement and discretion in potentially complex situations
- Be able to liaise effectively with pupils, visitors and contractors
- Ability to work effectively and supportively as a member of the school team
- Ability to demonstrate active listening skills
- Ability to work within and apply all school policies e.g. Health & Safety, Equal Opportunities etc.
- Be resourceful and able to use own initiative in undertaking tasks and duties
- Ability to interact with a wide range of people whilst remaining calm when under pressure
- Ability to use language and other communication skills that pupils can understand
- and relate to
- Ability to establish positive relationships with pupils and empathise with their needs
- Be committed to the learning and welfare needs of young people within the setting of an MLD school
- A knowledge, understanding and sympathy for adolescents/young people and the issues and problems that confront them

Personal Qualities

- Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge
- Willingness to work as an effective team member and make contributions as a member of a team
- Willingness to maintain confidentiality on all school matter
- Be energetic, enthusiastic and self-motivated in executing the duties

PERSON SPECIFICATION

associated with the post

- Be flexible and creative in finding solutions to professional problems
- Be able to cope efficiently with competing demands and to instill a sense of calm when under pressure

Desirable Criteria

- Experience of DIY and maintenance tasks
- Experience in using power tools
- Experience in vehicle maintenance
- Be familiar with the structure and organisation of schools