



**Person Specification:  
Premises Assistant**

<b>Education and Training</b>	<b>E</b>	<b>D</b>	<b>Evidenced</b>
English and Maths at GCSE grade C or equivalent	*		A
Working in a school environment		*	A
Dealing with a variety of general maintenance tasks	*		A
A good standard of qualifications	*		A
<b>Knowledge and understanding</b>	<b>E</b>	<b>D</b>	<b>Evidenced</b>
Knowledge of trade plumbing/joinery/building		*	A/I
Knowledge of COSHH and Health & Safety Regulations		*	A
Ability to work with others as a team	*		A
Ability to prioritise and multitask	*		I/R
A good communicator with ability to deal with students, staff and visitors in a polite, helpful and co-operative manner	*		I/R
Able to work to deadlines in a calm, organised and efficient manner	*		I/R
Clean driving license		*	
<b>Skills, abilities and attributes</b>	<b>E</b>	<b>D</b>	<b>Evidenced</b>
Positive and enthusiastic	*		A/I/T/R
Able to work on own initiative	*		I/R
Flexibility and readiness to undertake wide range of tasks	*		I/R
Willing to work outside normal hours and agreed shift patterns e.g meetings/lettings/parents' evenings	*		A/I

E = Essential D = Desirable I = Interview A = Application R = Reference