

PERSON SPECIFICATION: Premises Assistant

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> • Understanding of planned preventative maintenance and compliance testing requirements • Understanding of Health & Safety • Understanding of how own job fits into the activity and role of the area/site. 	
SKILLS	<ul style="list-style-type: none"> • Skilled in operating a range of tools in relation to grounds and site maintenance • Competent at basic building repairs and maintenance • Strong prioritisation and organisation skills • Possess good interpersonal skills 	<ul style="list-style-type: none"> • Good ICT skills
EXPERIENCE	<ul style="list-style-type: none"> • Experience of carrying out planned preventative maintenance and statutory compliance testing • Experience of understanding site related reports i.e. asbestos, H&S audit, Fire Risk Assessments, Water Risk Assessments 	<ul style="list-style-type: none"> • Experience of working within an educational environment • Experience of working with contractors
QUALIFICATIONS	<ul style="list-style-type: none"> • Have good literacy and numeracy skills to at least Level 2 • Full clean driving licence 	<ul style="list-style-type: none"> • Hold recognised training/qualifications associated with building and grounds • Evidence of formal training in areas such as chain saw operation and Manual Handling.
ABILITIES	<ul style="list-style-type: none"> • Able to safely operate a range of tools and machinery in relation to site maintenance • Able to work to set deadlines but also flexible and adaptable to deal with ad hoc issues as they arise • Able to make good, informed and quick decisions. • Able to build effective relationships • Able to understand and apply regulations such as health & safety, manual handling and COSHH. • Ability to work without supervision and within a team 	
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Patient, calm and work well under pressure • Hard working, flexible and reliable • Able to identify training needs relevant to the role • Take pride in a job well done and take personal responsibility for standard of work carried out 	
EQUALITY	<ul style="list-style-type: none"> • An understanding of, acceptance and commitment to the fundamental principles of equal opportunities • Able to work in a way that promotes equality of opportunity and respect for diversity 	
SAFEGUARDING	<ul style="list-style-type: none"> • Evidence of a commitment to safeguarding and promoting the welfare of children and young 	

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	<p>people and expects all staff to share this commitment.</p> <ul style="list-style-type: none">• Able to work in a way that promotes the safety and well-being of children and young people	