

Premises Assistant – Person Specification

Criteria	Essential	Desirable
Qualifications		GCSE or equivalent in English and Maths
Experience	- Experience of school environments - Experience of working as part of a team	- Using security systems - Building maintenance - Cleaning
Knowledge/ Understanding	- To demonstrate an understanding of and have a commitment to the protection and safeguarding of children - An understanding of the need for confidentiality - An understanding of health and safety regulations	
Aptitude and Skills	- To have good communication skills - To be able to complete basic DIY tasks to a high standard - To be able to work flexibly under own initiative and as part of a team - To be able to organise and prioritise tasks	
Physical requirements	- Be reasonably fit to carry out the duties of the job - Able to carry out some manual handling and lifting - Able to carry out work at high levels using appropriate equipment	
Personal Attributes	- Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils - Able to work flexibly and out of school hours as required - Ability to work under pressure and prioritise effectively - Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets and reputation of the school - To have a good attendance record - To be adaptable, versatile and have a good sense of humour	
The shortlisting will be strictly to the criteria above. Please write your application supporting statement clearly addressing each of the points above. In addition we would be very keen to hear about any of your own interests and strengths, and why you think you would be the right person to join our team.		