



Person Specification Premises Assistant

Education & Training	
Good oral and written communication	A/C/D
Completed Secondary school education	A/C/D
Experience	
Previous experience of working in a Premises Assistant position	A/I/D
Recent experience of managing the routine maintenance of a	
building and its grounds.	A/I/D
Good verbal communication with children and adults	A / I
Knowledge/Skills and Abilities	
Ability to manage the routine maintenance of a building and its	
grounds.	A / I
Ability to prioritise own workload and that of others effectively.	A/I
Ability to use initiative to identify maintenance problems and	
report/ rectifying them as appropriate.	A / I
Ability to carry out minor repairs to the fabric of the building and	
to the grounds	A / I
A knowledge of relevant legislation/issues relating to Health and	
Safety and the use of contractors.	A / I
Understand the range of appropriate services/providers to	
support the maintenance requirements of the site	A / I
Ability to form good relationships with staff, pupils, and visitors in a	
polite and calm manner.	A / I
Ability to work constructively both as a member of the Premises	
team and of the school community. understanding roles and	
responsibilities and own position within these	A / I
Effective oral and written communication skills.	A/I
Use ICT effectively to support premises management functions.	A/I
Willing to undertake further training related to premises	
management issues.	A/I
To liaise /negotiate with appropriate staff in the school and other	,
appropriate services on all aspects of maintenance and health	
and safety.	A / I
Ability to meet deadlines and make decisions in emergencies	A/I
A clear understanding of issues relating to confidentiality	A/I
An understanding of, and commitment to, the school's aims and	, -
values	A / I
Ability to respond to out of hours call outs and emergencies	A/I
Equal Opportunities	
Commitment to the Council's Equal Opportunities Policy and	
acceptance of	A / I