

Person Specification

	Essential	Desirable
Education and Qualifications		
Good general education including pass in English and Maths at GCSE grade or equivalent	✓	
Relevant professional qualification		✓
Health and Safety qualification		✓
Experience, knowledge and understanding		
Experience in a building or site maintenance role		✓
Experience of managing staff	✓	
Good understanding of maintenance skills ie plumbing, carpentry, decorating		✓
Good knowledge of Health and Safety	✓	
Awareness of COSHH regulations		✓
Experience of working within agreed budgets		✓
Experience of setting staff rotas and working patterns		✓
Skills and Abilities		
Good basic IT skills	✓	
Report writing skills		✓
Strong problem solving skills	✓	
Ability to work constructively as part of a team and equally happy to work alone	✓	
Strong organisational skills	✓	
Good administration skills	✓	
Ability to effectively prioritise and delegate tasks	✓	
Able to develop effective relationships with colleagues and to communicate effectively with them	✓	
Excellent written and oral communication skills	✓	
Ability to maintain appropriate levels of confidentiality and discretion inside and outside of the school	✓	
Good knowledge of, and proactive approach to, sourcing of materials and equipment	✓	
Ability to motivate others	✓	
Personal Qualities		
Good sense of humour	✓	
Self-motivated and resilient	✓	
Adaptable and supportive of colleagues	✓	
Flexibility with a 'can do' attitude and willing to go the extra mile	✓	
Adaptable and able to cope with a wide range of tasks	✓	
Team Player	✓	
Reliable and an excellent timekeeper	✓	
Commitment to the Trust's ethos, aims and values	✓	
Good interpersonal skills	✓	
Able to develop relationships with all stakeholders	✓	