

HILLINGDON PRIMARY SCHOOL PREMISES ASSISTANT PERSON SPECIFICATION

Essential	Desirable
1. Qualifications	
<ul style="list-style-type: none"> • DIY experience or training. • Good standard of spoken and written English for effective communication with staff and pupils. 	<ul style="list-style-type: none"> • Have worked in an environment using similar skills. • Expertise in DIY. • Relevant qualification or training in First Aid and/or Health and Safety.
2. Knowledge and Skills	
<ul style="list-style-type: none"> • Good organisational skills. • Ability to prioritise work. • Ability to be proactive and work on your own initiative. • Commitment to the security of the school. • Able to communicate verbally and in writing with all school stakeholders. • Ability to form good relationships with pupils. 	<ul style="list-style-type: none"> • Knowledge of security systems. • Knowledge and experience of Health and Safety regulations.
3. Experience	
<ul style="list-style-type: none"> • Experience of working alongside people as part of a team. • An understanding that the needs and safety of the pupils and staff are of prime concern. • Work effectively both independently and as part of a team. • An awareness of the need for strict hygiene and cleaning standards. 	<ul style="list-style-type: none"> • Experience of primary school caretaking. • Working in a school environment or site management. • Working in a risk management environment.
4. Personal Qualities / Competencies	
<ul style="list-style-type: none"> • Enthusiasm. • Sense of humour. • Flexibility. • To be a proactive member of the school community. • Hard-working with a 'can-do' attitude. • Common sense and initiative. • Ability and commitment to contribute fully to the tasks in school. • Punctual • To uphold the ethos of our school. • Commitment to safeguarding pupils and creating a safe environment for the school community. 	<ul style="list-style-type: none"> • A willingness to contribute to the wider life of the school and other schools in the Trust.

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5. Physical Requirements	
<ul style="list-style-type: none"> • Must be able to meet the physical demands of the role. • Ability to work at high levels with appropriate equipment. • Ability to deal with some manual handling. 	
5. Professional Development	
<ul style="list-style-type: none"> • A willingness to undertake training in all aspects of the job and working in a school environment, including pupil safeguarding and health and safety. 	