



PERSON SPECIFICATION

Premises Assistant

Factor	Essential	Desirable	Method of assessment
Be passionate about learning and wanting our school to provide the best possible learning experiences for all of our pupils, this includes supporting the provision of OUTSTANDING learning across our school.			
Safeguarding children			
Committed to ensuring all pupils in our school are kept safe	✓		Application form Interview
Enhanced DBS check	✓		Recruitment checks
Equal opportunities			
Committed to ensuring that all members of our school community can achieve excellence	✓		Application form Interview
Qualification and experience			
Recognised qualification in Health & Safety		✓	Application form
Recognised qualification in buildings/facilities management		✓	Application form
Experience of working in a school or similar setting	✓		Application form
Level 2 or above English & Maths	✓		Application form
Good written and oral communication skills	✓		Application form, Interview and Task
Professional knowledge and understanding			
To understand and apply regulations such as health and safety, manual handling etc.	✓		Application form, Interview and Task
To understand the need to form and maintain appropriate relationships and personal boundaries with pupils.	✓		Interview
Leadership and Management Skills			
Ability to prioritise, plan, organise and manage work life balance	✓		Interview

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Ability to work in a team.	✓		Interview
Excellent time management and organisational skills	✓		Interview and task
Ability to contribute to wider school administration and initiatives		✓	Interview
Communication			
Excellent interpersonal, presentation and communication skills, both written and spoken		✓	Application and Interview
Able to communicate effectively with a wide range of people including governors, staff, parents, pupils, local authority officers, external organisations and the local community.	✓		Interview
Other skills and behaviours			
Ability to stay calm	✓		Application and Interview
Empathy with pupils and sympathetic to their needs	✓		Application and Interview
Professionally discrete and able to respect confidentiality.	✓		Application and Interview
IT Literate	✓		Application and Interview
Ability to operate electrical/mechanical systems		✓	Application and Interview
To follow instruction and procedures in order to work safely and efficiently, and deliver instructions to those being line managed.	✓		Application and Interview
To have a flexible approach to duties that may fall outside of core hours depending on the needs of the school.	✓		Application and Interview
To be reliable and organised in approaches to work.	✓		Application and Interview
Personal and Professional Qualities and Attributes			
Build and maintain effective relationships.	✓		Application and Interview
Think strategically, create, maintain and share a coherent school vision		✓	Application and Interview

Factor	Essential	Desirable	Method of assessment
Listen to, and reflect on, feedback from others including colleagues, line managers and SLT	✓		Application and Interview
Think creatively to anticipate and solve problems	✓		Application and Interview
Set and achieve ambitious, challenging goals and targets.	✓		Application and Interview
Developing self			
Commitment to own improvement through professional development / further study	✓		Application form Interview