



Person Specification

Premises Assistant

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

Key:

A = Application form
I = interview/presentation/assessment exercise
E = Essential
D = Desirable