GLF Schools - Person Specification

Job Title: Premises Assistant		
	Essential	**Desirable**
Education and Training		
Good general education, grade 'C' at GCSE (or equivalent) in English & Maths		√
Recognised training/qualifications/experience associated with premise management	√	
Health and Safety qualification		√
Professional and Experience		
Knowledge and Skills		
Good oral and written communication skills	√	
Good general awareness of premises and safety issues and ability to identify and respond to potential hazards	√	
Ability to gather information, problem solve and use own initiative	√	
Competent with use of IT and mobile devices, email and standard office applications	√	
Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests	√	
Ability or experience of basic site maintenance	√	
Significant ability and qualifications with a specialist trade or skills (eg plumbing, electrical work)		√
Personal Attributes		
Enthusiastic team player	√	
Ability to work on own initiative	√	
Track record of being thorough and attention to detail	√	
Ability to work positively and flexibly with students, colleagues, external stakeholders and others	√	
Flexible and adaptable	√	
Have a positive can do attitude, energy and commitment, and able to provide high standards of customer service	√	
Passionate and committed to the development of students	√	
Good time management	√	
Holder of Full UK Driving Licence		√
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the GLF Safeguarding and Child Protection Policy and the Staff Code of Conduct	√	
Safeguarding		
GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable		

adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.