**Person Specification for Weekend Premises Assistant**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Essential | Desirable | Assessed via |  |  |
| **Qualifications:**  |
| Relevant qualification in painting and decorating/horticulture or similar |  | 🗸 | Application form and interviewCertificates checked at interview |  |  |
| GCSE pass grades (C or above) in English & Maths (or equivalent) |  | 🗸 |  |  |
| **Knowledge Experience and skills:** |
| Experience working in a maintenance or caretaking role | 🗸 |  | Application form |  |  |
| Maintenance tasks, gardening, painting and decorating | 🗸 |  | Application form |  |  |
| Excellent health and safety knowledge and ability to Undertake health and safety checks | 🗸 |  | Interview |  |  |
| Understands events management processes and requirements | 🗸 |  |  |  |  |
| Excellent communication skills: confident addressing issues if they occur in a calm and polite manner | 🗸 |  |  |  |  |
| Able to use a computer to record details of issues, to send and receive e mails, and use an I pad to photograph or video of required. | 🗸 |  |  |  |  |
| Able to use Word & Excel  |  | 🗸 |  |  |  |
| Able to prioritise and problem solve | 🗸 |  |  |  |  |
| **Personal Qualities:** |
| Able to demonstrate attention to detail and adherence to standards | 🗸 |  | interview |  |  |
| Excellent record in both attendance and punctuality | 🗸 |  | Reference |  |  |
| Able to work as part of a team  | 🗸 |  | Interview |  |  |
| Able to work under own initiative  | 🗸 |  | Task in tray |  |  |
| Able to put the needs of our school and its students at the centre of all they do at work | 🗸 |  | Interview  |  |  |
| Willing to undertake training and other activities in order to further develop the skills needed for the role | 🗸 |  | interview |  |  |
| Physically able to undertake all aspects of the role  | 🗸 |  | interview |  |  |
| High expectations of self and others | 🗸 |  | interview |  |  |
| Well-groomed and presented in line with requirement of the role. | 🗸 |  | interview |  |  |
| Committed to equality of opportunity for all | 🗸 |  | interview |  |  |