**HOLY GHOST CATHOLIC PRIMARY SCHOOL**

**Person specification: Premises Assistant**

|  |
| --- |
| **Person Specification** |
| Job Title: Premises Assistant |

|  |
| --- |
| **Outline of Key Responsibilities** |
| You are asked to focus upon demonstrating the extent to which you meet each of the selection criteria when writing your personal statement which you will find on the last page of the application form. Please see the candidate guidance notes for further details. Candidates who are shortlisted for interview will also be required to demonstrate their ability to meet the criteria outlined on this Person Specification during the selection process, with the exception of their qualifications. These will be evidenced from the application form and your production of any original relevant certificates at interview. |

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Experience** | | |
| Experience of managing site services in a school or similar establishment |  | A |
| Experience of building maintenance | A, I |  |
| Experience of site maintenance | A, I |  |
| **Skills** | | |
| Excellent organisational skills | A |  |
| Electrical and/or plumbing and/or carpentry skills/certificates | A |  |
| **Ability** | | |
| Ability to draw up a schedule of tasks | A,I |  |
| Ability to manage own work load effectively | A,I |  |
| Ability to respond swiftly and effectively to the unexpected | A,I |  |
| Ability to communicate effectively orally and in writing with staff at all levels and outside agencies | A |  |
| Ability to maintain confidentiality at all times | A,I |  |
| **Knowledge** | | |
| Knowledge of Health and Safety Legislation | A,I |  |
| Knowledge of Equal Opportunities | A,I |  |