



**Premises Assistant - Person Specification**  
**St. Peter's Elwick and Hart Primary Schools**

<b>Category</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Application</b>	<ul style="list-style-type: none"><li>Well-presented application form and supporting statement</li></ul>		Application Form
<b>Qualifications</b>	<ul style="list-style-type: none"><li>Literate and numerate</li><li>H&amp;S qualification or relevant working experience or willing to work towards.</li></ul>	<ul style="list-style-type: none"><li>Appropriate qualification at NVQ Level 2</li><li>First Aid Training certificate</li><li>Qualifications in building maintenance, e.g. electrical or plumbing qualifications</li><li>Current valid driving licence and appropriate car insurance for business use</li></ul>	Application Form, Interview, Certificates
<b>Experience</b>	<ul style="list-style-type: none"><li>Working with members of the public</li></ul>	<ul style="list-style-type: none"><li>Working in a school environment</li><li>Experience of working in a caretaking/cleaning role</li><li>Keyholding / Site security</li><li>Experience of liaising with external contractors</li></ul>	Application form, Interview,
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"><li>Self-motivation with commitment to punctuality and reliability</li><li>Ability to undertake general maintenance tasks within the building particularly painting and decorating</li><li>Good oral communication skills</li><li>Good co-ordinating and organisational skills</li><li>Good interpersonal skills and ability to liaise with various contractors</li></ul>	<ul style="list-style-type: none"><li>Competent in written communication / record-keeping skills</li></ul>	Application form, Interview, Certificates
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours (e.g. parents evenings, school discos etc.)</li><li>Commitment to own continuous personal and professional development</li><li>Strong team player, committed to an ethos of continuous improvement</li></ul>	<ul style="list-style-type: none"><li>Contactable by telephone out of working hours</li><li>Evidence of own continuous personal and professional development</li></ul>	Application form, Interview, Certificates



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	<ul style="list-style-type: none"><li>• Ability to ensuring that deadlines are met and work is prioritised accordingly</li></ul>		
<b>Other</b>	<ul style="list-style-type: none"><li>• Fully supportive references</li><li>• Disclosure &amp; Barring Service clearance</li></ul>		References and DBS certificate