

Personal Specification

	Essential	Desirable
Education and Training	Good general education, grade "C" at GCSE (or equivalent) in English and Maths	Recognised training/qualifications associated with building maintenance, health and safety and/or facilities management
Relevant experience	Basic site maintenance	Experience of working in site maintenance Experience of working within a school (or related) environment Experience of supervising staff
Knowledge and Understanding	<p>Knowledge of basic site maintenance and good practises in building services, ie heating, plumbing, carpentry, electrical etc</p> <p>Good oral and written communication skills</p> <p>General awareness of premises and safety issues and the ability to identify and respond to potential hazards</p> <p>Ability to gather information, problem solve and use own initiative</p> <p>Competent use of IT and mobile devices, email and standard office applications</p> <p>Willing to undertake training</p>	Trained in relevant policies and procedures, and in particular Health & Safety (e.g. COSHH & Fire Safety)
Skills and Aptitudes	<p>Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests</p> <p>Ability to manage a cleaning regime and co-ordinate premises staff</p>	Significant ability and qualifications with a specialist trade or skills (e.g plumbing or electrical work)
Personal Characteristics	Ability to work reliably and independently on own initiative	Holder of a Full UK Driving Licence

	<p>Comfortable working with and around children and adults</p> <p>Must enjoy working as part of a team, be adaptable and supportive of colleagues</p> <p>Work under pressure</p> <p>Physically ability to carry out manual handling tasks, ie lifting, climbing and moving items</p> <p>Good time management</p> <p>Have a positive can do attitude, energy and commitment, and able to provide high standards of customer service</p> <p>Holder of a Full UK Driving Licence</p>	
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