**Estates Assistant**

**PERSON SPECIFICATION**

**E= Essential, D = Desirable**

|  | **E** | | **D** |
| --- | --- | --- | --- |
| **Skills/Knowledge** | | | |
| DIY experience |  | | **✔** |
| Skills in plumbing, electrical installation, painting, carpentry/joinery or water/gas |  | | **✔** |
| Experience of undertaking responsibility for the care and maintenance of premises |  | | **✔** |
| Ability to build positive relationships with pupils, staff and other stakeholders | **✔** | |  |
| Good communication skills, able to clarify and explain instructions verbally and in writing | **✔** | |  |
| Able to self-manage as well as work in a team | **✔** | |  |
| Effective use of ICT i.e. email | **✔** | |  |
| Ability to understand school policies and apply them consistently | **✔** | |  |
| Well organised and able to manage own workload | **✔** | |  |
| Ability to undertake varied duties as defined in the Job Description | **✔** | |  |
| Awareness of safeguarding and child protection practices |  | | **✔** |
| **Experience** | | | |
| Experience of working in a school or a similar learning environment | |  | **✔** |
| Experience of undertaking responsibility for the care and maintenance of premises | |  | **✔** |
| **Qualifications/Training** | | | |
| Basic understanding of Health & Safety requirements | |  | **✔** |
| Knowledge of maintenance and security systems and procedures | |  | **✔** |
| Understanding of appropriate cleaning methods and standards | |  | **✔** |
| **Attributes** | | | |
| Commitment to an ethos of high standards, personal fulfilment, academic success and to improving the life chances of young people | | **✔** |  |
| A proactive approach to dealing with issues | | **✔** |  |
| Ability to critically evaluate your own performance and make any necessary changes to be more effective | |  | **✔** |
| The ability to remain calm under pressure | | **✔** |  |