**Estates Assistant**

**PERSON SPECIFICATION**

**E= Essential, D = Desirable**

|  | **E** | **D** |
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| **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 | **✔** |  |