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|  **Person specification form**  |
| **Post title: School Maintenance Assistance**  | **Grade:** Grade 4 |
| **Directorate:** Children and Young People | **Post number:**   |
| **Establishment or team:**  St Stephen’s CE Primary School  |
| **Requirements** **(based on the job description)**  | **Essential** **(E) or** **desirable** **(D)**  | **To be identified by: application form (AF),** **interview (I), test (T), or** **other (give details)**  |
| **Qualifications**  |   |    |
| Full driving licence (at School’s discretion)   | D  | AF / I   |
|  **Knowledge, skills and abilities** Ability to work as part of a team  |  E  |  I  |
| Good communication skills  | E  | I  |
| Flexible attitude to work  | E  | AF/I  |
| Ability to work in an organised and methodical way  | E  | AF/I  |
| Attention to detail skills  | E  | AF/I  |
| Basic DIY/Repair skills  | E  | AF/I  |
| Ability to use powered tools and equipment relevant to the role (e.g. drill, floor buffer)  | E  | I  |
| Ability to manage own workload and prioritise effectively  | E  | I  |
| Awareness of Health & Safety issues Confident working safely at heights | E E | II |
| **Other** (including special requirements) 1. Commitment to safeguarding and protecting the welfare of children and young people  |   E   |   I   |
| 2. Commitment to equality and diversity  | E  | I  |
| 3. Commitment to health and safety  | E  | I  |
| 4. Satisfactory attendance record/commitment to regular attendance at work | E | I  |
|  **Note: We will always consider your references before confirming a job offer in writing**.  |