

## Person Specification

Role: Premises and Facilities Assistant

Area	Essential	Desirable
Qualifications/Training	Appropriate qualification to demonstrate good command of written and spoken English	Qualification/Training in the construction/building industry  Health & Safety training in a relevant area; First Aid certificate
Skills and Abilities	<p>Skilled in variety of premises maintenance duties</p> <p>Ability to use a variety of hand/power tools for maintenance tasks, cleaning equipment &amp; materials, and grounds maintenance tools such as lawnmower, strimmer etc</p> <p>Ability to use own initiative to ensure high standard of cleaning throughout the College</p> <p>Good communication skills</p>	<p>Skilled in a variety of construction/building work, eg plumbing, bricklaying, carpentry, painting &amp; decorating</p> <p>ICT skills at basic level for the use of email, Internet</p>
Experience	Experience in working in a public service or educational environment	Experience in working in the construction/building industry, facilities management, or security guarding
Attitudes and Approaches	<p>Proactive approach to work and positive attitude</p> <p>Flexible approach to work and committed team-player</p> <p>Taking pride in own work and presentation of the College facilities</p> <p>Enthusiasm for education and working in an educational community</p> <p>A friendly and supportive attitude towards students, staff, and other members of the College and wider community</p> <p>Have a sense of humour</p>	<p>Patience with students, staff, and parents and the ability to remain calm in difficult situations</p> <p>Due to the nature of the job and the requirement to occasionally work outside of normal College opening times it might be advantageous for the postholder to live near the College, otherwise a driving license and personal transport are essential.</p>