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| **Job Title: Maintenance Assistant** | **Essential** | **Desirable** |
| **Education and Qualifications** | | |
| Hold relevant maintenance NVQ/City & Guilds or equivalent qualification |  | √ |
| A full, clean, UK driving licence | √ |  |
| **Experience** | | |
| Experienced in general maintenance procedures and DIY | √ |  |
| Painting & decorating experience |  | √ |
| Experience of working in a school environment |  | √ |
| Knowledge and Skills | | |
| Understanding of COSHH |  | √ |
| Health and Safety Awareness | √ |  |
| First Aid |  | √ |
| PAT testing |  | √ |
| Scaffold Erection |  | √ |
| Good interpersonal skills to enable effective communication with colleagues and pupils | √ |  |
| Able to work well as part of a team | √ |  |
| Flexible to deal with changing priorities | √ |  |
| Able to use initiative and work independently | √ |  |
| Proven job reliability, dedication and attention to detail | √ |  |
| Able to work well within a busy and demanding school environment | √ |  |
| Strong organisational and time management skills | √ |  |
| Maintain good working relationships with fellow employees during hours of work | √ |  |
| Behave appropriately and professionally at all times with students, parents, peers and staff | √ |  |
| **Personal Attributes** | | |
| Work in accordance with the Trust’s values and behaviours | √ |  |
| Sound judgement and decision maker – confident in using own initiative | √ |  |
| Eligible to live and work in the UK | √ |  |
| Willing to work flexibly in accordance with policies and procedure to meet the operational needs of the Trust | √ |  |
| A commitment to continuing personal development and training | √ |  |
| A commitment to safeguarding and promoting welfare of children and young people | √ |  |