



St Cuthbert Mayne

Catholic Junior School

Clover Way, Gadebridge Road, Hemel Hempstead, HP1 3EA~ T: 01442 253 347 E: admin@cuthbertmayne.herts.sch.uk

Headteacher: Mr Alex Sallis

Premises Assistant

Person Specification

Area		Essential	Desirable
Qualifications and experience	Experience of working in a school or similar environment.		X
	Have a full and clean UK driving licence	X	
	Minibus licence holder or willingness	X	
Skills and Personal Attributes	Flexibility and sensitivity to the needs of a wide range of users of the school	X	
	Knowledge of efficient cleaning methods and materials		X
	Evidence of success in handyperson or DIY tasks	X	
	Be fit and capable of doing minor repairs or work. (i.e. not requiring qualified craftsperson)	X	
	An ability to use relevant technology to an appropriate level, for example, computer/tablets and other relevant office equipment	X	
	Show initiative and imagination in solving problems	X	
	Be prepared to work independently on own initiative and without direct supervision as well as work as part of a team	X	
	Exhibit confidentiality in dealing with sensitive situations	X	
	Cooperative, flexible and responsible	X	
	Be prepared to continually strive to update knowledge and skills where appropriate (for example, Health & Safety regulations)	X	



All Saints Catholic Academy Trust Company Number: 7943555

Registered Office: The Office Suite, 96 The Crescent, Abbots Langley, Herts, WD5 0DS

Personal characteristics	Accepts the obligation to grow and improve individually and as part of our team	X	
	Has a positive, solution focused attitude to work	X	
	Remains calm under pressure	X	
	Work in accordance with the values, culture, ethos, equalities and inclusion policies of the school	X	
	Ability to maintain confidentiality	X	