
PERSON SPECIFICATION

PREMISES ASSISTANT

Date: JUNE 2025

Responsible to: IT & Estates Manager

Job Title: Premises Assistant / Apprentice

GRADE: H3 – H4 or Apprentice Wage dependant on age

Knowledge

- A good standard of education, particularly in English and Mathematics.

Experience

- Have proven successful relevant employment experience

Skills & Abilities

- Full UK driving licence (not essential for apprentice candidates)
- Able or willing to learn to drive a minibus
- Good practical skills
- Good numeracy and literacy skills
- Able to show empathy and understanding in sensitive situations whilst exercising judgement and discretion in potentially complex situations
- Able to liaise effectively with pupils, visitors and contractors
- Ability to work effectively and supportively as a member of the school team
- Ability to work within and apply all school policies e.g. Health & Safety, Equal Opportunities etc.
- Resourceful and able to use own initiative in undertaking tasks and duties
- Ability to interact with a wide range of people whilst remaining calm when under pressure
- Ability to use language and other communication skills that pupils can understand and relate to
- Ability to establish positive relationships with pupils and empathise with their needs
- Be committed to the learning and welfare needs of young people within the setting of an MLD school

Personal Qualities

- Willingness to participate in further training and developmental opportunities to further knowledge
- Willingness to work as an effective team member
- Willingness to maintain confidentiality on all school matters
- Energetic, enthusiastic and self-motivated in executing the duties associated with the post
- Flexible and creative in finding solutions to professional problems
- Able to cope efficiently with competing demands and to instill a sense of calm when under pressure

Desirable Criteria

- Experience of DIY and maintenance tasks

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- Experience in using power tools
- Experience in vehicle maintenance
- Familiarity with the structure and organisation of schools