



St Rose's

Catholic Infant School

Green End Road, Hemel Hempstead, Hertfordshire, HP1 1QW ~T: 01442 398855 E: admin@stroses.herts.sch.uk

Executive Headteacher: Mrs Michelle Anderton

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	

Safeguarding Statement

All Saints Catholic Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to understand and share this commitment. The successful applicant will be subject to an enhanced DBS check, at least two satisfactory references must be provided, and any other safeguarding checks that are required at the time of appointment will be applied to the pre-employment process. All offers of employment are conditional and subject to safeguarding checks being met successfully. The Trust reserves the right to withdraw an offer of employment should it deem preemployment checks as unsatisfactory. Following the shortlisting stage, and prior to making a final decision, the Trust/School will collect and process information publicly available about you by conducting a brief online search using an internet search engine. We do this to ensure that the school acts in accordance with its obligations set out in the latest version of KCSiE. By signing the application form I understand that I am giving my consent for the Trust/School to carry out an online search if I am shortlisted for this post. The search would be part of the Trust/School's due diligence in line with the latest KCSiE guidance and would be limited to identifying any incidents or issues that have happened and are publicly available online. I understand that the Trust/School might want to explore any such incidents or issues with me at interview.