



## St Peter & St Paul Carbrooke Church of England Primary Academy & Nursery

Headteacher: Mrs Hannah Wheeler

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### Premise Assistant ~ Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Basic general education - numerate and literate GCSE (or equivalent) Grade C or above (or GCSE grade 4 or above)	Health and Safety, COSHH, ladders and manual handling training
<b>Experience</b>	Some experience of caretaking work and/or site maintenance	Worked within an educational environment
<b>Professional knowledge</b>	Some knowledge of security, heating and other building systems	Good knowledge of security, heating and other building systems
	Some understanding of Health and Safety regulations and procedures	A desire to undertake training were required
<b>Professional skills, qualities and aptitudes</b>	Know the basic principles of site management	
	Safe working procedures with regard equipment	Anticipate and reduce risk where possible, making suggestions for improvements
	An ability to keep the site safe and secure	Use of basic power tools and other equipment to make repairs and improvements
	Use of practical skills to improve the site and buildings	Able to carry out premises inspections and risk assessments
	Organised and methodical	Good basic IT skills
	Show good self-motivation, particularly when working alone	
	Work effectively as part of a team, developing positive relationships with staff and children	
	Good communication and organisational skills both written and oral	
<b>Professional skills, qualities and aptitudes</b>	Self-evaluative and adaptable to changing circumstances and new ideas	
	Flexible with working hours	
	A commitment to safeguarding and promoting the welfare of children and young people	
	Awareness of need for confidentiality	