



## PICKWICK ACADEMY TRUST

### PERSON SPECIFICATION: SCHOOL FACILITIES MANAGER.

It is essential that every member of staff recognises their responsibility to safeguard and promote the welfare of children in our care. In order to achieve this aim, the following person specification has been compiled to ensure that candidates are fully aware of the knowledge, skills and aptitudes the Trust are seeking when appointing a Premises Maintenance Assistant.

<b>Technical Competency</b>	<b>Essential</b>	<b>Desirable</b>
Health and Safety Qualification		Y
Premises Maintenance Qualification		Y
English and Maths to a grade 4/ C GCSE or equivalent		Y
Some knowledge of SEND issues		Y
Good IT skills	Y	
<b>Experience and Knowledge</b>		
Previous experience of building maintenance	Y	
Decorating or carpentry skills		Y
Experience of working in a school environment		Y
Ability to work successfully in a team	Y	
Demonstrable knowledge of health and safety procedures and precautions, including COSHH regulations and an awareness of health and hygiene procedures.		Y
<b>Skills, attributes and personal qualities</b>		
Excellent communication skills	Y	
Able to work independently and to manage own time efficiently	Y	
Self-motivated	Y	
A flexible approach to work commitments	Y	
Ability to show initiative and be proactive	Y	
A quick learner	Y	
Professional, personable, approachable and courteous at all times	Y	
Helpful and positive nature	Y	

Well-organised and calm under pressure	Y	
Good sense of humour	Y	
Driving Licence	Y	

If you are shortlisted for this position, the interviewing panel will be asking you questions based on the job description and person specification in order to ascertain your suitability for the post. The interview panel will also explore issues relating to safeguarding and promoting the welfare of children including:

- Your motivation to work with children
- Your ability to form and maintain appropriate relationships and personal boundaries with children.

We will also be seeking references before your interview; any relevant issues that are raised by your referee will be taken up during the interview.

**At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.**