



**THE WHITE HILLS
PARK TRUST**

Personal Specification

The person specification outlines the essential and desirable criteria for the post. It will be used to identify and assess candidates during the recruitment process.

Criteria	Essential	Desirable
Qualifications	Good standard of English and Maths Relevant training or willingness to undertake training (e.g. health and safety, safeguarding, first aid)	Trade-related qualification (e.g. plumbing, electrics, carpentry, site management)
Experience	Experience of working in maintenance, site management, caretaking, facilities or similar role. Experience of maintaining buildings and grounds. Experience of working with contractors.	Experience working in a school or educational setting. Experience of lettings or site security out of hours.
Knowledge	Understanding of health and safety requirements including COSHH, asbestos, fire safety, water hygiene, manual handling. Knowledge of basic maintenance, plumbing, electrics and DIY tasks	Awareness of safeguarding procedures in schools. Knowledge of school lettings processes.
Skills	Ability to carry out minor repairs and maintenance. Good organizational skills with the ability to prioritise tasks. Ability to use initiative and work flexibly as part of a team. Ability to communicate effectively with staff, pupils, contractors and visitors. Ability to maintain accurate records (e.g. compliance checks).	IT skills are sufficient to use email, logging systems and online compliance platforms.
Personal Attributes	Reliable, flexible and trustworthy. Proactive and able to work with minimal supervision. Commitment to high standards of cleanliness, security and safety. Prepared to work outdoors in all weather conditions.	Commitment to ongoing professional development. Willing to work with an apprentice.

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[John Clifford Primary School](#)