

### Person Specification

Characteristics	Essential	Desirable
Qualification		<ul style="list-style-type: none"> <li>Qualifications - nationally recognised qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Similar work - handyperson, cleaning, security</li> <li>DIY skills</li> <li>Dealing with customers/service users, putting them first and providing an excellent service</li> </ul>	
Skills and attributes	<ul style="list-style-type: none"> <li>Communication - being able to communicate both verbally and in writing</li> <li>Team working - working with others to achieve results and develop good working relationships</li> <li>A friendly, effective team player with the ability to work sensitively with the whole school community</li> <li>Flexible - adapting to change and working effectively in a variety of different situations</li> <li>Learning and Development - actively improving yourself by developing new skills, knowledge and learning from past experiences/ attending relevant staff training</li> <li>Making things happen - organising yourself and taking responsibility for achieving results</li> <li>ICT - basic ICT skills</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of safeguarding</li> <li>Health and Safety knowledge and experience</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>Loyal and trustworthy</li> <li>High standards</li> <li>Supportive and sensitive</li> <li>Willing to go the extra mile</li> <li>Responsible</li> <li>Professional</li> <li>Presentable</li> <li>Desire to improve/learn within the role</li> </ul>	