**SEAHAM TRINITY PRIMARY SCHOOL**

**Person Specification**

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|  | Essential | Desirable | Method Assessment |
| Qualifications | * Effective communication skills with qualifications to GCSE standard in English and Maths | * IOSH/H&S qualification * First Aid Training qualification * NVQ2 or equivalent qualification | * Application Form * Selection Process * Certificates |
| Experience | * Experience of caretaking or premises management, building cleaning or building management. * Use of general cleaning equipment * Taking responsibility for security of a building * Experience of managing COSHH | * Use of commercial cleaning equipment * Use of commercial site maintenance equipment * Experience of working in a school setting * Experience of BMS system and reporting | * Application Form * Selection Process * References |
| Skills/Knowledge | * To be able to carry out DIY and handyperson general repairs without guidance * Ability to lift and carry items * Ability to work at heights (Roof access will be required) * Ability to follow and comply with instructions on equipment and/or materials usage. * Ability to manage BMS systems and reporting * Ability to manage COSHH * Willingness to work as part of a team. * Ability to work to deadlines * Ability to manage own work effectively. * Able to use own initiative * Ability to carry out health and safety checks and maintain relevant records * Knowledge of fire legislation * Computer literate, good ICT skills * Knowledge of Security systems * Knowledge of relevant H&S policies/code of practice/legislations including COSHH, manual handling procedures and precautions * Willingness to participate in development and training opportunities | * Plumbing and Joinery Skills | * Application Form * Selection Process * References |
| Personal Qualities | * Willing to work outside of normal hours. |  | * Application Form * Selection Process * References |