**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
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| 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
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| 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
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| Personal Qualities | * Willing to work outside of normal hours.
 |  | * Application Form
* Selection Process
* References
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