



Person Specification: Maintenance Worker			
	Essential	Desirable	How assessed
<b>Education and/or Qualifications:</b>			
Willing to train in one or more Health & Safety disciplines: E.g. Safeguarding, Fire Marshalling, Traffic Control, Asbestos Awareness, Workshop Safety, Working at Height, First Aid.		✓	Application form
Willing to obtain a minibus (D1) driving licence.		✓	Interview
Willing to train as a Special Constable.	✓		Interview
<b>Experience &amp; Knowledge:</b>			
Experience of working in a maintenance or similar role.	✓		Application form
Experience of working in a school or other educational setting.		✓	Application form
Experience driving vehicles/ minibuses.		✓	Application form; Interview
Some knowledge of some building trades.		✓	Application form; Interview
Knowledge of workplace compliance requirements.		✓	Application form; Interview
Some knowledge of Microsoft Office packages - Word, Outlook, Excel.		✓	Interview
<b>Personal and Professional Skills and Attributes:</b>			
Well-motivated and enthusiastic with high standards and a positive 'can-do' attitude and customer service ethos.	✓		Interview
Flexible, pro-active approach to work including the ability to prioritise and re-prioritise.	✓		Interview
Excellent interpersonal skills and able to communicate and collaborate effectively with staff, at all levels.	✓		Interview; References
Attention to detail.	✓		Application form; References
Able to take the initiative and to be flexible.	✓		Application form; References
Committed to continuing professional and personal development.		✓	Interview
Willing to work flexibly and to adapt to the school's changing needs, and to be 'on call' for urgent issues, as required.	✓		Interview; References
Tact, discretion and loyalty, integrity and high professional standards.	✓		References
Willing to go the 'extra mile'.	✓		Interview
Desire to present Elizabeth College in the best light at all times.	✓		Interview