

**PARKSIDE COMMUNITY FOUNDATION PRIMARY SCHOOL**



**Person Specification for Maintenance Assistant**

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	Level 1 or 2 Diploma (or equivalent) with proficient practical and technical skills relevant to the job is desired
<b>EXPERIENCE</b>	Previous relevant experience
<b>SKILLS AND ABILITIES</b>	<p>Use of a range of basic tools and machinery, e.g. gardening equipment, kitchen equipment, cleaning equipment, etc.</p> <p>Day to day operational maintenance of plant and equipment, e.g. topping up fluids (oil, petrol, diesel, cleaning fluid, etc.), shelf stacking, etc.</p> <p>Able to understand information, advise and liaise with others accordingly, such as dealing with external contractors.</p> <p>Has written and numeric skills in order to complete more detailed records and reports</p> <p>Able to listen, observe and contribute to discussions as required for the job e.g. client care, child safety, work plans etc.</p> <p>Able to communicate using information technology as required for the job</p>
<b>KNOWLEDGE</b>	<p>Requires knowledge of policies, procedures in relation to school security, minor maintenance and repairs.</p> <p>Understands and able to apply Health and Safety procedures relevant to the job such as:</p> <ul style="list-style-type: none"><li>- Manual handling;</li><li>- safe use of machinery and/or equipment;</li><li>- COSHH ;</li><li>- First Aid and Hygiene Practice;</li><li>- Lone working procedures and responsibilities</li></ul> <p>Able to recognise and to deal with emergency situations</p> <p>Will need to undertake training as and when required to keep knowledge up to date</p>