



**SEDBERGH
SCHOOL**

FOUNDED 1525

GENERAL MAINTENANCE ASSISTANT

PERSON SPECIFICATION

Qualifications/Attainment	Essential	Desirable
A trade skill to a good DIY Level		X
Experience of Health and Safety issues associated within a school environment		X
Experience in a similar school/maintenance role		X
Experience/Knowledge	Essential	Desirable
Evidence of a wide range of maintenance work, including small works and projects	X	
A minimum of three years relevant work experience or completion of suitable apprenticeship	X	
An understanding of health and safety management, including risk assessments to ensure all activities are carried out in a safe way	X	
Skills/Abilities	Essential	Desirable
Excellent interpersonal and communications skills in dealing with staff at all levels	X	
The ability to prioritise workload and manage competing deadlines/demands and use initiative in a variety of situations to manage the client (school) expectations	X	
Up to date training in manual handling, safe use of powered machinery, working at heights (ladder, scaffold and MEWP) and COSHH		X
The ability to maintain accurate records to ensure compliance with all statutory and non-statutory regulations and guidelines	X	
Physically fit to stand, bend, lift and carry heavy goods in accordance with the manual handling requirements of the role	X	
Flexible, likes working in a team and able to work on their own initiative	X	
To have a working knowledge of IT systems in order to use basic Microsoft Office tools and access and update jobs generated by the Maintenance Helpdesk and use the School Hub		X
Full driving licence – the post will require some driving	X	
An understanding of safeguarding (child protection) – explained during interview and inductions		X
An empathy with the ethos and values of the school	X	
Willingness to learn new skills	X	