

**MAINTENANCE ASSISTANT (LABOURER)
PERSON SPECIFICATION**

Attributes	Essential	Desirable	Assessment Method
Education and qualifications	<ul style="list-style-type: none"> • Relevant building/construction or health and safety certificates or qualifications. • Evidence of continuous professional development. 	<ul style="list-style-type: none"> • Manual handling/ working at height/ COSHH or first aid certificates. • Health and Safety qualification/ certification. 	Application form Sight of qualifications at interview
Knowledge	<ul style="list-style-type: none"> • Knowledge of facilities maintenance, caretaking and fabric maintenance. • Excellent understanding of and commitment to education. 	<ul style="list-style-type: none"> • A working knowledge of the independent education sector. 	Application form Interview Tasks
Skills and Experience	<ul style="list-style-type: none"> • Experience of facilities maintenance, caretaking and fabric maintenance.. • Experience of technical specifications required for facilities maintenance, caretaking and fabric maintenance.. • Experience of health and safety standards for facilities maintenance, caretaking and fabric maintenance.. • Experience of working in a historic environment and with historic plant and equipment. • Proficiency in MS Excel, Word and planned preventative maintenance systems. • Excellent communication and interpersonal skills. 	<ul style="list-style-type: none"> • Experience of process improvement. • Experience of working in education, the civil service or a charity environment. 	Application form References Interview Tasks

Attributes	Essential	Desirable	Assessment Method
Personal skills and qualities	<ul style="list-style-type: none"> ● Excellent organisational skills and a commitment to tidiness and excellent record-keeping. ● Physical and mental resilience. ● Conscientious and diligent, with excellent attention to detail. ● Enthusiastic, diplomatic and calm under pressure. ● A proven track record of strong working relationships with colleagues and external contacts. ● A positive and proactive attitude to manage a high volume of work and ability to problem solve. ● Flexible, with a can-do attitude. ● Someone who creates a positive and cooperative working environment. ● A commitment to Gordonstoun's unique educational ethos. 		Interview Task References
Child Protection	<ul style="list-style-type: none"> ● Suitable to work with children ● A full PVG check will be completed on the successful candidate 	<ul style="list-style-type: none"> ● Experience of working with children and young people 	References