



Bexley Grammar School Person Specification

Job Title: Premises Assistant

Qualifications and training

- Good level of literacy and numeracy
- Willingness to undertake relevant training (e.g. health and safety, first aid)
- Full UK driving licence (desirable)

Experience

- Previous experience in a premises, caretaking, or facilities role (desirable)
- Experience of basic maintenance tasks (e.g. DIY, repairs)

Skills and knowledge

- Good practical skills and ability to use hand and power tools safely
- Understanding of health and safety requirements in a school environment
- Ability to follow instructions and work independently or as part of a team
- Basic IT skills for record keeping (e.g. email, logging maintenance requests)

Personal qualities

- Reliable, punctual, and trustworthy
- Positive attitude and a commitment to high standards of cleanliness and safety
- Willingness to be flexible and respond to the needs of the school, including overtime when required
- Ability to communicate effectively with staff, pupils, and visitors
- Commitment to upholding the ethos and values of Bexley Grammar School