**PERSON SPECIFICATION (PS)**

This form lists the essential and desirable requirements needed to do the job.

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| **Job Title:** | Assistant Maintenance Technician | **Job ref no:** | **ISD-0282-24** |
| **Grade:** | 3 | **Department:** | ISD Estates |
| **Accountable to:** | Maintenance Manager | **Responsible for:** | N/A |
| **PS created by/ or reviewed by:** | Iain Summers | **Date PS created/ reviewed:** | 02/10/2024 |

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| **Evidence** | | |
| **Competency** | **Essential** | **Desirable** |
| 1. Communication | Excellent communication, interpersonal, written, and verbal skills  Reliability, adaptability, and diplomacy |  |
| 1. Service Delivery | Educated to GCSE or equivalent standard.  Previous experience of building maintenance within a similar role  Ability to prioritise work and meet deadlines.  Proven IT skills including MS Office | Experience of working in both public and residential properties  Experience of working in a building / building services related trade i.e. decorating, carpentry, plumbing etc.  Knowledge of computerised building maintenance systems / work allocation systems. |
| 1. Teamwork and Motivation | Ability to work as part of a team and on own initiative without close supervision. |  |
| 1. Work Environment | Knowledge of appropriate health and safety legislation including risk assessments and COSHH regulations | Experience of working in an educational environment and/or an environment where there are animals present. |
| 1. Flexibility | Ability to travel between campuses.  Ability to work outside normal working hours e.g., evenings and weekends. | Full manual driving licence  Willingness to undertake qualification training and any other training as required by line manager. |