



**THE BILLERICAY SCHOOL**  
**A MATHS AND COMPUTING COLLEGE**  
**PERSON SPECIFICATION**  
**WEEKEND FACILITIES ASSISTANT**

Category	Essential	Desirable
<b>Application</b>	<ul style="list-style-type: none"> <li>Supportive reference/s</li> <li>Well-structured supporting letter</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates understanding of school values and ethos</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Basic English &amp; Maths (Level 1)</li> <li>Basic IT Skills (including use of Microsoft Outlook)</li> </ul>	<ul style="list-style-type: none"> <li>GCSE English &amp; Maths Grade C or equivalent</li> <li>Full Driving Licence</li> <li>Emergency First Aid</li> <li>COSHH Awareness</li> <li>PA1/PA6 Pesticide Application</li> <li>Level 3 Sports Turf Maintenance &amp; Sports Ground Management</li> <li>Manual Handling</li> <li>Swimming Pool – Water Testing Level 1</li> <li>Health &amp; Safety Training / Risk Assessment Training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in facilities or similar role</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school or similar environment</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>Willing to undertake continued professional development and gain new skills as required by the role</li> </ul>	<ul style="list-style-type: none"> <li>Actively seeks continuing professional development opportunities</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Well organised and capable of prioritising work</li> <li>Ability to work systematically and use time effectively</li> <li>Ability to communicate effectively in a variety of situations</li> <li>Understanding of safe working practices</li> <li>Ability to operate basic cleaning equipment</li> </ul>	<ul style="list-style-type: none"> <li>Ability to supervise others (cleaning staff)</li> <li>Experience of using ladders and working at heights</li> </ul>
<b>Special Knowledge</b>		<ul style="list-style-type: none"> <li>Understanding of the setting of intruder and fire alarms</li> <li>Understanding of plant controls (heating, pool etc.)</li> <li>Understanding of Safeguarding (Keeping Children Safe in School)</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Takes a proactive approach to the cleanliness and maintenance of site</li> <li>Ability to act on own initiative</li> <li>Flexible and reliable</li> <li>Fit enough to undertake the physical demands of the role</li> <li>Strong customer focus – polite manner with staff, students and visitors</li> <li>Works well as part of a team</li> <li>Takes pride in own work and the work of the team</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to undertake (temporarily) duties of other team members if situation requires</li> </ul>