



'St Julie's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment'

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Good Numeracy and Literacy Skills • 5+ GCSE grades at C (4) or above • IT proficiency - Good working knowledge of Microsoft Office 	<ul style="list-style-type: none"> • IOSH/NEBOSH Qualification or working towards • First Aid Certificate • Driving Licence • Further Education in a subject that would support this role
Experience	<ul style="list-style-type: none"> • Any role or experience which would support the timely ability to perform the tasks required in the job description 	<ul style="list-style-type: none"> • Experience of undertaking a range of facilities/ site management duties
Skills, knowledge and qualities	<ul style="list-style-type: none"> • Maintenance of buildings, grounds and equipment • Knowledge of Health & Safety Regulations • Skill to perform basic repairs around school site as appropriate • Ability to work effectively and supportively as a member of the school team • Ability to work in an organised and methodical manner • Ability to act on own initiative, dealing with any unexpected problems that arise • Ability to demonstrate commitment to Equal Opportunities 	<ul style="list-style-type: none"> • Knowledge of systems, structures and facilities in a building and how they work. • Ability to find creative solutions to identified problems
Personal Attributes	<ul style="list-style-type: none"> • Willingness to work indoors and outdoors • Willingness to work hours as per school opening times, plus out of hours as required • Willingness to take personal responsibility for standard of work carried out. • Willingness to participate in further training and development opportunities offered by the school, to further knowledge • Willingness to maintain confidentiality on all school matters • Will need to be able to manage 	<ul style="list-style-type: none"> • Understand the needs of a school and the staff and students within it, to deliver and receive a good education



St. Julie's Catholic High School

PERSON SPECIFICATION FACILITIES ASSISTANT

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	some heavy lifting	
Pastoral Skills	<ul style="list-style-type: none">• Able to maintain a professional, yet caring and compassionate approach to dealing with students• Suitable to work with children• An Enhanced Disclosure with Children's Barred List check will be completed for the successful applicant	<ul style="list-style-type: none">• Previous safeguarding training
General	<ul style="list-style-type: none">• Supports the ethos of the school• To be flexible and adaptable	

All staff appointed to St Julie's are expected to be committed to supporting the school's aims and actively implement the school's policies