The LETTA Trust
Premises Assistant Scale 4 ~ Person Specification

Candidates are strongly advised to address all of the following points on their application form. These criteria will be used for shortlisting purposes & candidates will be selected entirely on the extent to which they meet the criteria.

1. Present a positive personal image, contributing to a welcoming school environment and high standards of customer care.
2. Have a sense of pride in the overall quality of the environment and take an active role in improving it.
3. Have the ability to relate well to staff, children and any visitors to the school, treating them with courtesy and consideration.
4. Competent at or keen to learn basic building repairs and maintenance and grounds maintenance.
5. Have a real "can do" attitude, taking a proactive approach to the job, working on own initiative, planning own workload and meeting deadlines.
6. Have experience in related fields.
7. Good level of numeracy, literacy & ICT skills including the use of Word, Excel, Outlook etc.
8. Able to work well collaboratively.
9. Be able to understand and apply regulations e.g. health and safety.
10. Be keen to develop new skills and expertise through further training.
11. To demonstrate a commitment to the success of pupils across The LETTA Trust