

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Maintenance Assistant

Department: Estates

	Essential	Desirable	Tested by (Application form, Interview, Test)
Qualifications and Training			
Educated to GCSE level or equivalent including Maths and English		X	Application Form
Trade relevant qualifications		X	Application Form
Construction Skills Card		X	Application Form
Specific Skills, Experience and Knowledge			
Sound experience in a similar role covering a range of maintenance duties	X		Application Form
Experience of working for a large organisation		X	Application Form
Good understanding of Health and Safety	X		Interview/Application Form
Breadth of knowledge for all trades (DIY level)	X		Interview/Application Form
Able to undertake a wide range of minor maintenance tasks	X		Interview/Application Form
Experience of working in a University		X	Application Form
Experience within building or services industry		X	Application Form
Personal and Interpersonal Qualities			
Able to communicate clearly with customers and colleagues	X		Interview
Flexible and adaptable	X		Interview
Capacity for Career Development			
Willing to attend any training courses	X		Interview
Physical Requirements			
Able to climb ladders and scaffolding	X		Interview
Able to lift/move heavy equipment	X		Interview
Able to work at heights	X		Interview
Circumstances			
Valid UK full driving licence		X	Application Form
Able to work operational patterns	X		Interview/Application Form