

Person Specification

Post: Facilities Assistant

Attributes	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> • Literate and numerate • Full UK driving licence • Have or willing to work towards IWFM level 2 / 3 or trade qualifications / training 	<ul style="list-style-type: none"> • Relevant qualifications or training in construction, maintenance, facilities management, health and safety (e.g., IOSH, NEBOSH), or trade certifications 	<ul style="list-style-type: none"> • Application • Certification / training records
Experience	<ul style="list-style-type: none"> • Values driven • Experience in general building maintenance, facilities support, or a similar role • Practical maintenance skills such as basic plumbing, decorating, or joinery 	<ul style="list-style-type: none"> • Working in an inner-city area of high deprivation • Experience in an educational setting • Experience using maintenance or site management software systems 	<ul style="list-style-type: none"> • Application • Interview
Knowledge and skills	<ul style="list-style-type: none"> • Practical understanding of health and safety legislation, policies, and procedures (e.g., COSHH, fire safety) • Excellent interpersonal and communication skills, with the ability to work as part of a team • Strong problem-solving skills and the ability to respond to emergencies • A proactive, flexible approach to work and the ability to prioritise tasks effectively • Commitment to safeguarding • Microsoft Office, especially Excel, Outlook and Word 	<ul style="list-style-type: none"> • Understanding of what makes a Dixons academy different and successful • Industrial cleaning material and cleaning equipment 	<ul style="list-style-type: none"> • Application • Interview • References
Character	<ul style="list-style-type: none"> • Strong moral purpose and drive for improvement • Mission-aligned • Humble and kind • Motivated, enthusiastic and flexible • Excellent interpersonal skills • Good sense of humour • Desire to develop yourself • Ability to give, receive and act on feedback • Strong attention to detail and commitment to quality of workmanship • Ability to work under pressure • Commitment to the full life of the academy 		<ul style="list-style-type: none"> • Application • Interview • References