

PERSON SPECIFICATION

Post Title: Technical Assistant (Building Cleaning, Caretaking and Grounds Maintenance)

Directorate: DIRECTORATE OF CHILDREN'S SERVICES
Portfolio/Service Area: Raising Achievement & Access to Learning - Access and Accommodation
Scale/Grade: Scale 5/6

QUALIFICATIONS / TRAINING:

It is **essential** that the postholder has/is:

- The applicant to be qualified to BTEC Higher National Certificate level or equivalent in a related field.

It is **desirable** that the postholder has/is:

- Supervisory skills training/experience.

EXPERIENCE / KNOWLEDGE:

It is **essential** that the postholder has/is:

- Significant experience working in a related technical field
- Knowledge of funding for Schools

It is **desirable** that the postholder has/is:

- Experience in working in Children's Services an advantage.

SKILLS AND ABILITIES:

It is **essential** that the postholder has/is:

- Good communication skills, and an ability to work methodically and be numerate.
- Should have a good telephone manner.
- Interest and experience in the use of new technology would be an advantage.

ADDITIONAL FACTORS:

It is **essential** that the postholder has/is:

- To be self-motivated and enthusiastic, showing the ability to work as an individual and part of a team.
- Must be able to travel to schools throughout the County.

Prepared by: L Buswell

Date: 3rd March 2009

DChS/CM-DJC634-PS