

**PERSON SPECIFICATION  
TRAINEE BUILDINGS MAINTENANCE ASSISTANT**

	<b>Essential</b>	<b>Desirable</b>
<b>EXPERIENCE / QUALIFICATIONS</b>	1. To demonstrate an interest in the buildings maintenance tasks	Car driver
	2.	To have undertaken trade training
	3. To have an awareness of health & safety requirements	
<b>SKILLS / ABILITIES</b>	4. Ability to use basic tools eg screwdriver, lawnmower	
	5. Able to use basic power tools eg electric drill	
	6. Able to follow instructions and report back to supervisor	
	7. Able to understand and follow written and verbal instructions	
	8. Able to communicate clearly and concisely	
	9. Able to use email	Use of excel
<b>PERSONAL QUALITIES &amp; ATTRIBUTES</b>	10. Have a positive attitude to the provision of a high quality service	
	11. Able to work under supervision as part of a team	
	12. Able to recognise own limitations and when assistance should be asked for	
	13. Have a flexible approach to work and be adaptable to changing demands and needs of the service users	
	14. Able to communicate with a variety of people	
	15. Able to build positive working relationships with customers, staff at all levels and contractors.	
	16. Able to maintain confidentiality	
	17. Ensure company policies and procedures are adhered to	