



Russell House

**Person Specification
Part Time Assistant Groundstaff**

The successful candidate will:

- Be enthusiastic, energetic, dynamic and have a positive outlook
- Be able to multi-task, think and operate proactively and creatively
- Have a warm and encouraging personality
- Provide evidence a good standard of education (inc GCSE Maths and English).
- Be a strong communicator and work within a team, understand school roles and responsibilities and own position within these
- Demonstrate sensitivity, diplomacy and tact
- Maintain confidentiality at all times
- Work accurately with attention to detail
- Manage their time and workload effectively
- Be fully aware of and support the school's firm adherence to safeguarding of children and equal opportunities
- Recognise risk with reference particularly to Health and Safety and respond accordingly

The successful candidate would ideally have:

- Experience in a school setting in a similar role.
- A working knowledge of the GoogleDocs platform (although training can be provided).