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| **Essential:** |
| * Good knowledge of Health and Safety including the correct use of personal protective equipment. |
| * Experience of PAT testing and basic electrical maintenance. |
| * Basic IT skills in Word and Outlook. |
| * Experience in sourcing and overseeing maintenance and service contracts. * Painting & Decorating Experience. |
| * Physically fit and be able to lift and carry light items of equipment and furniture. |
| * Able to use and maintain basic power tools. |
| * Good written and verbal communication skills. |
| * Ability to respond positively to a pressurised environment and adopt a positive approach to problem solving. * Formal Health and Safety training to an intermediate standard, e.g. “Safety at Work”. * Full UK Driving Licence & use of own vehicle.   **Desirable:**   * At least two years’ experience working in a building technical or maintenance role. * Fire Marshal / Fire Warden Training. * Basic Plumbing or Electrical experience. * Domestic & Commercial Cleaning experience. * Basic Garden maintenance. * Friendly with a good sense of humour. |

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**Maintenance / Housekeeping Person Specification**