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| **Essential:**  |
| * Good knowledge of Health and Safety including the correct use of personal protective equipment.
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| * Experience of PAT testing and basic electrical maintenance.
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| * Basic IT skills in Word and Outlook.
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| * Experience in sourcing and overseeing maintenance and service contracts.
* Painting & Decorating Experience.
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| * Physically fit and be able to lift and carry light items of equipment and furniture.
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| * Able to use and maintain basic power tools.
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| * Good written and verbal communication skills.
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| * 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 with business insurance.

**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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**Housekeeping / Maintenance Person Specification**