



PERSON SPECIFICATION

POST	Painting and Decorating Apprentice	DEPT	ESTATES
GRADE	APPRENTICE TERMS	REF No	16-20

EDUCATION / TRAINING		CRITERIA ESSENTIAL (E) DESIRABLE (D)	MEASURED BY INTERVIEW (I) APPLICATION (AF) ASSESSMENT CTRE (AC) PRESENTATION (P)
Willingness to work towards a Painting and Decorating qualification		E	AF
A minimum of 3 GCSE's including English & Maths		D	AF
RELEVANT EXPERIENCE			
Experience of working in the painting and decorating industry		E	AF / I
Experience of producing planned schedules of work		D	AF / I
Working within an educational environment		D	AF / I
Working as part of a team		D	AF / I
Working knowledge of relevant Health and Safety legislation		D	AF / I
RELEVANT KNOWLEDGE/ SKILLS & APTITUDES		E / D	MEASURED BY
Knowledge of working within large organisations with the ability to solve multiple issues		E	AF / I
Ability to communicate effectively both orally and in writing		E	AF / I
Self-motivated		E	AF / I
Excellent practical skills		E	AF / I
Good decision making, problem solving with a can do attitude.		E	AF / I
Excellent Team working skills		E	AF / I
Ability to achieve targets and meet deadlines working under		E	AF / I

competing demands.		E	AF / I
Attention to detail		E	AF / I
Experience of providing good quality Customer Service		D	AF / I
Working knowledge of relevant Health and Safety legislation.		D	AF
Competence in Microsoft office particularly Outlook, Excel and Word packages			
SPECIAL REQUIREMENTS		E / D	
Ability to work across Deane Road main campus and all College sites		E	AF / I
Commitment to enhancing the work of the Estates department		E	AF / I
Commitment to the principles of valuing diversity and equal opportunities.		E	AF / I
Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all its staff and volunteers to share this commitment.		E	AF / I
The successful applicant will need to have a DBS check to work in the College environment.		E	AF/I