



## Site Assistant – Person Specification

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> <li>Sufficient skills in reading, writing and maths in order to communicate effectively and carry out the role.</li> </ul>	<ul style="list-style-type: none"> <li>Training relevant to the health and safety aspects of the role e.g. moving and handling, ladders, COSHH etc.</li> <li>Other training related to the cleaning/maintenance aspects of the role</li> <li>Training related to safeguarding as related to working in a school.</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>Previous work in a practical “hands-on” role.</li> <li>Experience of working as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>Experience of grounds work/ basic maintenance /site security.</li> <li>Experience of working in a school environment.</li> <li>Previous key holder responsibilities</li> <li>Experience of premises cleaning.</li> </ul>
Knowledge and Skills	<ul style="list-style-type: none"> <li>An understanding of and a commitment to safeguarding and promoting the welfare of children.</li> <li>Ability to identify own training &amp; development needs &amp; cooperate with Line Manager to address these.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of relevant health and safety regulations.</li> <li>Awareness of moving and handling procedures</li> <li>Awareness of health and hygiene procedures.</li> <li>Specific maintenance skills e.g. woodwork, decorating, plumbing etc.</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>Ability to undertake heavy lifting and other strenuous tasks, requiring an appropriate level of physical fitness.</li> <li>Team player but with the ability to work alone.</li> <li>Adaptable and flexible to respond the changing needs of the school.</li> <li>Prepared to ask for advice and support where necessary.</li> <li>Flexible and approachable.</li> <li>Able to stay calm when under pressure.</li> <li>Able to develop appropriate relationships and communicate appropriately with pupils, staff, governors, parents and visitors to the school.</li> <li>Able to maintain confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to contribute to the wider life of the school.</li> </ul>