



Site Assistant Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good levels of literacy and numeracy 	<ul style="list-style-type: none"> • First aid qualification
Experience	<ul style="list-style-type: none"> • Confidence / experience in IT applications 	<ul style="list-style-type: none"> • Experience of working in an occupation that involves site maintenance
Knowledge and Skills	<ul style="list-style-type: none"> • Ability to work in an appropriate manner with pupils, parents, guardians and staff • Proven ability to deal with a range of site related issues including working to deadlines and the demonstrating flexibility • A thorough knowledge of cleaning methods, equipment and materials required to clean a school site • Ability or experience to undertake small building and maintenance projects • Excellent interpersonal skills and reliability • Good and effective communication skills to work with all stakeholders 	
Qualities	<ul style="list-style-type: none"> • High standards of security, cleanliness and appearance of the site and buildings. • A willingness to work to a flexible timescale when called upon (i.e. school functions / outside lettings). • A willingness to be a point of contact in emergency situations outside normal working hours and be a nominated key holder. • A willingness to closely follow all school procedures and guidance including safeguarding / child protection, equal ops and health & safety. • Commitment to high quality service delivery • Possess a sense of humour 	