

Site Assistant

Aureus School - Person Specification

Position: Site Assistant	Essential	Desirable
Qualifications		
Recognised training/qualifications/experience associated with site or premises management	√	
Good general education, grade 'C' at GCSE (or equivalent) in English & Maths		√
Health and Safety qualification		√
Risk Assessment experience/qualification		√
Professional and Experience		
Knowledge of basic site maintenance and environment matters	√	
Competent at basic building repairs and maintenance	√	
Experience dealing with public building security (e.g. school)		√
Significant experience or skills in a trade		√
Experience of managing facilities and sports facilities	√	
Personal Attributes		
The ability to understand and apply regulations such as health & safety, manual handling, COSHE, etc.	√	
Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post	√	
Good IT skills (including MS Excel & MS Word)	√	
Good oral and written communication skills	√	
Flexible and adaptable, especially to urgent and challenging situations	√	
Enthusiastic, hardworking and an all-round team player	√	
Able to use small industrial, electrical and mechanical equipment		√
Ability to operate and understand electrical/mechanical systems		√
Excellent customer service skills, and be a positive ambassador for Aureus School within the local community	√	
Adaptable and supportive of colleagues	√	
A positive can-do attitude, energy and commitment	√	
Passionate and committed to the development of children/students	√	
Ability to manage people directly and indirectly		√
Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests	√	
Ability to gather information, problem solve and use own initiative	√	
Keen interest in all aspects of school life	√	
Sound planning and negotiating skills		√
Safeguarding		
We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and required to apply for a DBS disclosure.		
Wellbeing		

We are passionate about creating a culture of wellbeing where all staff and students are valued and supported so that we can all 'grow, learn and flourish'.

Diversity

We particularly welcome applicants from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Flexibility

We are open to applications from educators seeking flexible roles including part-time, job share and co-leadership responsibilities.