

PERSON SPECIFICATION

POST: SITE ASSISTANT



| Attributes | Essential | Desirable | How Identified |
|-----------------------------|---|--|--|
| Qualifications | <ul style="list-style-type: none"> None required. | <ul style="list-style-type: none"> NVQ Qualification (Trade) | Application |
| Knowledge and skills | <ul style="list-style-type: none"> Literacy and numeracy skills are required to complete timesheets, equipment and material order forms and other procedural documents Experience of caretaking duties and the ability to use power tools Willingness to undertake training to fulfil the requirements of the post Ability to work as a team member or alone Ability to listen to and act on instructions, both verbal and written (inc. health and safety requirements for buildings and cleaning procedures) Minimum of 2 years' experience of working in a similar role or setting | <ul style="list-style-type: none"> Knowledge of use of industrial cleaning materials and cleaning equipment Knowledge of health and safety; manual handling and electrical safety requirements Knowledge of COSHH Trade background | Application Interview References |
| Physical | <ul style="list-style-type: none"> Must be able to perform all duties and tasks with reasonable adjustment where appropriate Ability to complete all caretaking tasks within time constraints for the allocated area of work and to the required standard of performance | <ul style="list-style-type: none"> The physical ability to use all types of mechanical and electrically operated floor machines To be able to reach difficult areas/small places, bend, lift and carry materials and transport equipment throughout the site/s | Interview |
| Initiative | <ul style="list-style-type: none"> Self motivated to achieve satisfactory caretaking tasks to predetermined standards Ability to respond to situations as they arise, which may affect day to day caretaking and periodic tasks (this will include the failure of cleaning equipment and systems, changes to security arrangements and staff shortage) | | Application Interview |

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| <i>Personal attributes</i> | <ul style="list-style-type: none">▪ A strong moral purpose and drive for improvement▪ Motivated & enthusiastic▪ Good sense of humour▪ Excellent interpersonal skills▪ A desire to develop yourself and those around you as individuals▪ Ability to work under pressure▪ Excellent record of attendance▪ Must be willing to show flexibility around working hours as some evening and weekend work may be required and call outs. | | Application Interview References |
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