

Person Specification: Site Assistant



	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> Relevant qualification in a trade; carpentry, plumbing electrics or general building works
Experience	<ul style="list-style-type: none"> Previous work in a maintenance role or role with transferable skills. 	<ul style="list-style-type: none"> School caretaking/maintenance experience.
Knowledge & Skills	<ul style="list-style-type: none"> Ability to use Microsoft Office at an introductory level or the willingness to develop these skills. Ability to manage one's own health and safety and the safety of others in the workplace and observe lone working procedures. Ability to carry out varied maintenance and repair tasks around the school unsupervised. Ability to carry out and record compliance checks and tests. Ability to be the point of contact for evening lettings. Be able to communicate well with a good command of spoken English. Ability to work in a team and on one's own. Ability to understand the School's values and a desire to promote an excellent image of the School. 	
Personal Qualities	<ul style="list-style-type: none"> Flexibility to work additional hours if required. Able to vary hours during holiday periods and at other times during the year. 	<ul style="list-style-type: none"> Ideally living within walking or short commutable distance of school.

	<ul style="list-style-type: none"> • A commitment to maintaining the School premises to the highest standards. • A commitment to safeguarding and promoting the welfare of children. • An awareness of the importance of confidentiality and data protection. • To display the highest levels of integrity and complete trustworthiness and discretion. • To be able to relate to young people and colleagues in a positive and constructive way. • Be a problem solver, and to be able to reflect upon one's own practice. • To be highly organized with the ability to prioritise and work to tight deadlines whilst retaining a professional composure. • To have an excellent punctuality and attendance record. • To display excellent team work skills. • To be flexible, versatile and self-motivated. 	
--	---	--

07/11/2018