

## PERSON SPECIFICATION

JOB TITLE	SITE SERVICES ASSISTANT (ASSISTANT CARETAKER)
GRADE	Grade D £16,863 - £17,391pa. Pro rata to hours worked is £11,393 - £11,750 pa. Part time, all year round.
HOURS	25 hours per week, Afternoons (2.00pm – 7.00pm) - Monday to Friday. Flexibility will be required to support the school during the school day and with evening lettings.

ATTRIBUTES	JOB REQUIREMENTS	ESSENTIAL (E) DESIRABLE (D)
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>A good knowledge of basic maintenance skills.</li> <li>Be aware of and understand the Trusts policies and regulations regarding H&amp;SAW and COSHH guidelines</li> <li>Able to work at heights and with appropriate equipment e.g. scaffolding</li> <li>Knowledge of moving and handling procedures</li> </ul>	A, I A, I A, I A, I

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>Ability to prioritise workloads and shift focus at short notice.</li> <li>Ability to work independently and use your initiative.</li> <li>Able to liaise and communicate effectively with other staff on an interpersonal level in respect of duties to be performed and deadlines to be met.</li> <li>Able to accept instructions from supervisor identified.</li> <li>Willingness to be flexible in recognition of the demands of the post.</li> <li>Ability to carry out procedures, routines and follow instructions</li> <li>Can solve problems and respond to unforeseen circumstances e.g. hazards, accidents etc.</li> <li>Able to operate cleaning equipment, machinery and tools and understand basic maintenance.</li> <li>Administrative skills to be able to complete forms and read instructions.</li> <li>Able to lift/move equipment/objects, clear site, undertake general manual tasks and hygienic tasks such as cleaning.</li> <li>Able to undertake general handyperson tasks (not requiring skilled tradesperson) on plumbing, electrical (not related to main circuitry) building/plastering, carpentry, glazing.</li> <li>Able to assimilate information on equipment and how to operate it.</li> <li>Able to develop good working relationships with all stakeholders in the Trust.</li> </ul>	A, I A, I A, I, R A, I A, I A, I A, I A, I A, I A, I A, I A A, I
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<b>Training</b>	<ul style="list-style-type: none"> <li>Willingness to undertake professional development courses.</li> <li>PAT testing – water testing etc.</li> </ul>	A, I
<b>Experience:</b>	<ul style="list-style-type: none"> <li>Background of industrial environment or school or similar environment at craftsperson/ machinist/ maintenance/ labouring or similar level.)</li> <li>Have minor maintenance skills (e.g. plumbing, electrical, glazing, woodwork) to make safe.</li> </ul>	A, I A, I, R
<b>Educational:</b>	<ul style="list-style-type: none"> <li>Good numeracy/literacy skills</li> <li>NVQs or equivalent qualification desirable.</li> </ul>	A, I A
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A satisfactory disclosure and barring service check will be required prior to appointment.</li> </ul>	A, I, R
<b>Safeguarding</b>	<p>In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> <li>Motivation to work with children and young people;</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with children and young people;</li> <li>Emotional resilience in working with challenging behaviours; and</li> <li>Attitudes to use of authority and maintaining discipline.</li> </ul>	I

A = Application Form, I = Interviews, R = References

**Date Reviewed:** May 2018

**Responsible to:** Senior Site Services Officer

**Responsible for:**

**Location:** Kingsbury School

**This Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment**