

Reading Girls' School – Job Specification

Position: Site Support Assistant



Competency	Description	Essential	Desirable
Training and Qualifications	Good general standard of education as evidenced by a range of GCSE or O Levels with English and Maths at Grade C or above	✓	
	Qualification to degree level or equivalent		✓
Experience and knowledge	Proven experience in Site/caretaker position	✓	
	Knowledge of health and safety practices		✓
	Experience of working in line with site maintenance contracts		✓
	Experience of work with external contractors	✓	
	Ability to recognise improvements required in buildings in relation to the presentation of the site	✓	
	Ability to work proactively and reactively in situations	✓	
	Proven experience in dealing with lettings of the building following school procedures		✓
	Proven Experience of communicating at all levels	✓	
	Experience of maintenance records system		✓
	At least 12 months experience of working in local authority or school setting		✓
Skills and attributes	Ability to work calmly and under pressure without close supervision	✓	
	Ability to meet tight deadlines	✓	
	Ability to work as part of a team	✓	
	Good communication and interpersonal skills networks	✓	
	Ability to work on own initiative	✓	
	Ability to prioritise work on a daily basis	✓	
Personal Qualities	Willing to work flexibly in order to meet the needs of the team	✓	
	Willing to contribute positively to the team and its developments	✓	
	Willing to undertake training	✓	
	Committed to equal opportunities	✓	
	Enhanced DBS clearance	✓	
	Embraces and ability to understand all key school policies	✓	