



SANDHURST SCHOOL
PERSON SPECIFICATION

Job Title: Assistant Site Controller

Key Criteria	<ul style="list-style-type: none"> • Essential 	<ul style="list-style-type: none"> • Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Considerable experience in site and building work • Good literacy and numeracy skills • Good IT skills with ability to work across different systems 	<ul style="list-style-type: none"> • Experience of working in a learning environment
Experience	<ul style="list-style-type: none"> • Knowledge of Health and Safety legislation. • Basic maintenance and DIY skills 	<ul style="list-style-type: none"> • Experience in managing buildings and sites.
Professional Skills (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Be trustworthy and responsible. • Flexible in the hours you are required to work • Be available for (paid) overtime in the event of school functions and private lettings. • Key holder and emergency call out responsibilities • Basic understanding of health and safety • Be responsive to a wide variety of situations and able to use initiative when working alone • Physically fit and able to lift and carry items • Work well in a team • Have good communication skills • Able to keep accurate records and work within agreed frameworks. 	<ul style="list-style-type: none"> • Enjoy working in a school environment • Be enthusiastic and have a good sense of humour.
Other Work Requirements	<ul style="list-style-type: none"> • Suitability to work with children • A satisfactory enhanced DBS check • Flexible approach to working hours to include working evenings, occasional weekends and covering holidays and sickness as required • Commitment to ongoing training 	