

PERSON SPECIFICATION

Site Support Assistant

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| Qualifications | <ul style="list-style-type: none">• GCSE Maths and English A* - C or equivalent• Relevant professional qualification in facilities management or a trade• Full Driving Licence |
| Knowledge and Understanding | <ul style="list-style-type: none">• Experience of managing a budget and planning for school development• Knowledge of the procedures in procuring contractors• A high level of practical knowledge in a specialist area i.e., building, electrics etc |
| Skills | <ul style="list-style-type: none">• Excellent written and verbal communication skills• Ability to work independently on own initiative and be decisive• Ability to work as a member of a collaborative team• Excellent organisational and planning skills• Ability to relate to all personnel within the school environment• Ability to approach all confidential matters with discretion, sensitivity and diplomacy• Knowledge and experience of whole school procedures, organisation and structure• Ability to meet deadlines and work in fast-paced environment• Desire to see the Academy grow into an outstanding provision |
| Personal Attributes | <ul style="list-style-type: none">• Understand confidentiality• Good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations• The capacity to remain calm and cope with the unexpected• Committed and enthusiastic• Confident, positive and flexible attitude• To have a good sense of humour• Attention to detail• Commitment to safeguarding the welfare of pupils and vulnerable adults• A commitment to working as part of the whole academy team and supporting the vision and aims of the Trust |