

Person Specification

Post Title	Site Support Assistant	Grade	Scale 4
School, Section	Trinity School	Date of Person Specification	January 2025

Attributes	Minimum Criteria	Method of Assessment	Desirable Criteria	Method of Assessment
Experience and Knowledge	<ul style="list-style-type: none"> Working in a support role within a School environment. Experience of carrying out basic site support and maintenance functions within a busy large organisation. Working as a member of a team. Experience of supporting the effective maintenance and running of mini-buses through daily and weekly checks. Knowledge and understanding of current health and safety issues relating to the role. 	Application Interview		Application
Education, Training And Qualifications	<ul style="list-style-type: none"> Basic numerical, oral and written English Language communication skills. To hold a clear driving licence which clearly stipulates that the employee has taken the relevant qualification or training required to be able to legally drive all of the School minibuses. 	Application Test Interview		Application Interview
Safeguarding	<ul style="list-style-type: none"> Basic knowledge of safeguarding/child protection responsibilities of staff in Schools 	Application Interview		N/A
Relationships	<ul style="list-style-type: none"> Good team working skills and proven experience of working well in a team. Ability to communicate effectively with all members of a multi-disciplinary team. Willingness to constructively challenge the work of self and others to continually improve own performance. 	Application Interview		N/A
Equalities and Diversity	<ul style="list-style-type: none"> Commitment to the Council and School's Valuing Diversity and Equal Opportunities Policies Empathy with the aims of the School and to SEND pupils. 	Application Interview		N/A

Skills and Abilities	<ul style="list-style-type: none">• Ability to carry out certain basic site repairs and maintenance tasks.• Ability to work in a special school environment.• Ability to understand the need for a high standard of cleanliness throughout the School.• Ability to organise and carry out minibus maintenance.	Application Test Interview		N/A
-----------------------------	---	----------------------------------	--	-----

Please note, if you are disabled or have an impairment it will only be necessary to meet the essential criteria for shortlisting purposes