

## Person Specification: Site Assistant



	Essential	Desirable
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>Relevant qualification in a trade; carpentry, plumbing electrics or general building works</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous work in a maintenance role or role with transferable skills.</li> </ul>	<ul style="list-style-type: none"> <li>School caretaking/maintenance experience.</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>Ability to use Microsoft Office at an introductory level or the willingness to develop these skills.</li> <li>Ability to manage one's own health and safety and the safety of others in the workplace and observe lone working procedures.</li> <li>Ability to carry out varied maintenance and repair tasks around the school unsupervised.</li> <li>Ability to carry out and record compliance checks and tests.</li> <li>Ability to be the point of contact for evening lettings.</li> <li>Be able to communicate well with a good command of spoken English.</li> <li>Ability to work in a team and on one's own.</li> <li>Ability to understand the School's values and a desire to promote an excellent image of the School.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Flexibility to work additional hours if required.</li> <li>Able to vary hours during holiday periods and at other times during the year.</li> </ul>	<ul style="list-style-type: none"> <li>Ideally living within walking or short commutable distance of school.</li> </ul>

	<ul style="list-style-type: none"> <li>• A commitment to maintaining the School premises to the highest standards.</li> <li>• A commitment to safeguarding and promoting the welfare of children.</li> <li>• An awareness of the importance of confidentiality and data protection.</li> <li>• To display the highest levels of integrity and complete trustworthiness and discretion.</li> <li>• To be able to relate to young people and colleagues in a positive and constructive way.</li> <li>• Be a problem solver, and to be able to reflect upon one's own practice.</li> <li>• To be highly organized with the ability to prioritise and work to tight deadlines whilst retaining a professional composure.</li> <li>• To have an excellent punctuality and attendance record.</li> <li>• To display excellent team work skills.</li> <li>• To be flexible, versatile and self-motivated.</li> </ul>	
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07/11/2018