

## Site Assistant – Person Specification

	Essential	A/I	Desirable	A/I
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Able to communicate effectively in writing and verbally</li> </ul>	A/I	<ul style="list-style-type: none"> <li>• GCSE or equivalent in English and maths</li> <li>• Health and Safety and / or trade qualifications / practical training relevant to the role</li> </ul>	A A
<b>Professional Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>• Basic DIY / practical skills</li> <li>• Health and Safety awareness and an understanding of good practice</li> <li>• Knowledge of risk assessment based on site safety</li> <li>• Maintaining records and recording information</li> </ul>	A/I A/I A/I A/I	<ul style="list-style-type: none"> <li>• Working in a school or a similar environment as a member of a site team</li> <li>• A craft such as plumbing, carpentry, joinery, plumbing or electrical work</li> </ul>	A A/I
<b>Skills, Knowledge and Aptitude</b>	<ul style="list-style-type: none"> <li>• Ability to manage time effectively and prioritise work</li> <li>• Able to follow instructions accurately to complete a task</li> <li>• Ability to analyse tasks and establish how they may be best achieved</li> <li>• Flexible approach to work</li> <li>• Good level of attention to detail</li> <li>• Ability to work collaboratively and effectively within a team environment</li> <li>• Ability to work independently and to show initiative</li> <li>• Ability to work under pressure, and meet deadlines</li> </ul>	A/I A/I A/I A/I A/I A/I A/I A/I	<ul style="list-style-type: none"> <li>• Basic IT skills</li> </ul>	A/I
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Professional approach to work</li> <li>• A commitment to safeguarding, diversity and equality</li> <li>• A commitment to own personal and professional development</li> </ul>	A/I A/I A/I	<ul style="list-style-type: none"> <li>• Full clean driving licence</li> </ul>	A

\*A = Application/ References; I = Interview/ In-Tray Tasks