



PERSON SPECIFICATION

Post Title:	Site Assistant
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	Criteria	Category	Application/Interview /Test
Education & Qualifications	Good numeracy and literacy skills	E	A/T
	Qualified by experience in a maintenance field e.g. handyman, caretaker, maintenance role	E	A
	Qualified by experience in a trade, for example, plumbing, joinery	D	A
	A qualification at L3 or above relevant to the post	D	A
	Health and Safety Qualifications (including IOSH, NEBOSH, Working at Height, Manual Handling, Risk Assessing)	D	A
	Midas qualification and/or D1 driving licence	D	A
	First aid qualification or willingness to undertake first aid training	D	A/I
Experience	Maintenance experience, for example repairs, joinery work, plumbing, glazing	E	A/I/T
	Experience of prioritising and able to deal with emergency situations, for example, fire alarm	E	A/I/T
	Experience of using ICT to maintain accurate and up to date records	E	A/T
	Experience of caretaking in an educational setting and experience of the school "cycle"	D	A/I
	Experience of team working and individual working	E	A/I
Skills & Abilities	Ability to work proactively – seek and sort issues independently	E	A/I
	Practical approach to work, ability to follow instruction and prioritise	E	I
	The ability to work to high quality standards, attention to detail	E	A/I
	The ability to work under pressure and as part of a team	E	I
	Hands on and able to support the variety of jobs that arise in a school setting	E	I
	Ability and aptitude to maintain vehicles and machinery, for example, vehicle checks (tyres, oil, water, safety) / gardening tools, general maintenance equipment, mini bus	D	A
	Ability to use MS office and computer packages to ensure the effective operation of the school heating and safety systems	E	A/I

Knowledge	Knowledge of delivering building/maintenance related work	E	A/I
	Knowledge of health and safety	E	A/I/T
	Understanding of the wider safeguarding agenda working with children and young people	E	I
	Awareness of the potential health and safety risks and issues of site maintenance and school specific risks, e.g. lone working, fire, importance of statutory checks and tests	D	I
Work Circumstances	Able to work flexibly, according to the needs of the school including evening attendance	E	A/I
	Willingness to keep up to date with new technologies and working equipment	E	A/I
	Willingness to work with and support young people	E	A/I

E = Essential, D = Desirable