

Person Specification

Site Assistant

General Heading	Detail	Desirable
Qualifications & Experience	Specific qualifications & experience	Experience of caretaking and/or buildings maintenance/security
	Key-holder	To be able to respond to emergency/out-of-hours call-outs within 30 minutes
	Knowledge of relevant policies and procedures	Knowledge of First Aid
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake general mathematical calculations
	Technology	Good knowledge of security, heating plan and other building systems Ability to undertake DIY tasks
Communication	Written	Ability to complete forms and write letters and reports
	Verbal	Ability to exchange complex verbal information clearly Seek support to overcome communication barriers with children and adults
Working with Children	Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges
	Behaviour Management	Understand the school's behaviour management policy
	Health & Wellbeing	Understand and support the importance of physical and emotional wellbeing
Working with Others	Working with Partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Teamwork	Ability to make a distinctive contribution to the work of the team

	Information	Contribute to the development and implementation of effective systems to share information
Responsibilities	Organisational Skills	Excellent organisational skills Ability to remain calm under pressure
	Time Management	Ability to manage own time effectively Demonstrate a flexible approach
	Creativity	Demonstrate ability to resolve complex problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.