



PERSON SPECIFICATION

In your application for Site Management Assistant, please demonstrate how you meet the following criteria.

Assessment Key: A = Application form and supporting statement, I = Interview, R = References

Qualifications	Essential/ Desirable	How assessed
Good standard of literacy and numeracy	E	A
Recognised qualified Trade; e.g. painting, joinery, electrician or equivalent experience	D	A, I
First aid or willingness to undertake first aid training	E	A, I
Experience	Essential/ Desirable	How assessed
An excellent record of attendance and punctuality	E	A, I
Experience in the use of IT (including Microsoft Word and email systems)	D	A, I
Previous similar experience in a school/college environment	D	A, I
Skills / Knowledge / Attributes	Essential/ Desirable	How assessed
Good communication skills (both written and verbal) and relates well with a wide range of children and adults	E	A, I
Able to work without supervision or instruction and to work as a member of a team	E	A, I
Flexible in approach to work	E	A, I
Able to cope with light-handling duties and the physical demands of the role - manual handling training will be provided if required	E	A, I
Willingness to develop professionally and undertake further training as required	E	A, I
Willingness to support off site activities	E	A, I
Willingness to work unsocial hours, as required	E	A, I
Demonstrates an ability to be solution focussed	E	A, I
Able to deal with competing priorities and able to prioritise own workload	E	A, I
Understanding of Health and Safety requirements including COSHH	D	A, I
Personal Qualities	Essential/ Desirable	How assessed
Willingness to comply with Trust policies	E	I
Adaptability, reliability, dedication and commitment	E	A, I
A commitment to equal opportunities and fair treatment of all staff and students	E	I