Person Specification 

Job Title: **Site Assistant**

Grade / Salary: Scale 3 (Point 5-6)

The following is a summary of the main attributes sought in candidates for the above post. It is recognised that no candidate will match the list perfectly, but the successful candidate will be able to demonstrate a good spread of attributes at a satisfactory level across the range as a whole.

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|  | ***Essential*** | ***Desirable*** |
| Education and Qualifications | • Caretaking N/SVQ Level 2 or equivalent qualification or willingnessto train to achieve these or equivalent experience in caretaking | • First-Aid Certificate• Accredited Healthand Safety Training• GCSEs or equivalentin English in Maths |
| Experience | • Experience in a similar role,preferably in a school environment• Experience of DIY, building andmaintenance projects, preferably ina school environment• Have knowledge of C.O.S.H.H(Control of Substances Hazardousto Health 1998)• Awareness of health and hygieneprocedures• Knowledge of moving and handlingprocedures | • Handypersonexperience• Willingness to gainknowledge of basicplumbing, electricaland decorating repairprocedures |
| Skills | • Able to use relevant equipment asrequired• Have strong oral and writtencommunication skills• Willingness to undertake inductiontraining• Willingness to participate in ongoingtraining relating to the role• Willingness to gain first-aidcertificate (if applicable)• Knowledge and use of moving andhandling procedures including forheavy objects• Ability to work collaboratively withcolleagues as a member of theteam |  |

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|  | • Ability to work in accordance withthe school's health and safetypolicies and standard safe workingpractice for premises staff• Ability to work successfully underpressure and prioritise effectively• Ability to work on own initiative; acreative problem solver who alwaysto achieve better levels of service• Ability to undertake general buildingmaintenance• Ability to demonstrate a practicalapproach to problem solving• Ability to communicate well withadults and students• Ability to respond calmly toemergencies |  |
| **Personal Qualities** | • Flexible with a can-do approach• Good levels of communication skills• Physical ability to carry out manualhandling tasks eg lifting, climbingandmoving of items• Working conditions will be bothindoor and outdoor• High level of integrity, honesty andendeavour• Energy, enthusiasm andresourcefulness• Sense of humour and perspective |  |
| Safeguarding | • Evidence of a commitment to promoting the health, welfare and safeguarding of children and/or vulnerable adults |  |

This post requires a DBS check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The post holder may also have to perform other duties as may be necessary from time to time; these would be within the general character or level of responsibility of the post.

December 2022

Signed: ………………………………………………. Dated: …………………………...