Person Specification https://lh4.googleusercontent.com/a-VXZ9H7iF-ofUI6E87xmJtG0Pzxp5HCvb8KB2WWOtauKqUK3tT4b4atV8ydng9p3HdoaiOojRVdwimdKk87ygUjX0zPIZA5sZK6hj8ri7i2lr49b7LbHk6O6j4U2Lu24hKugX9Q

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.

|  |  |  |
| --- | --- | --- |
|  | ***Essential*** | ***Desirable*** |
| Education and Qualifications | • Caretaking N/SVQ Level 2 or equivalent qualification or willingness  to train to achieve these or equivalent experience in caretaking | • First-Aid Certificate  • Accredited Health and Safety Training  • GCSEs or equivalent in English in Maths |
| Experience | • Experience in a similar role, preferably in a school environment  • Experience of DIY, building and maintenance projects, preferably in a school environment  • Have knowledge of C.O.S.H.H (Control of Substances Hazardous to Health 1998)  • Awareness of health and hygiene procedures  • Knowledge of moving and handling procedures | • Handyperson experience  • Willingness to gain knowledge of basic plumbing, electrical and decorating repair procedures |
| Skills | • Able to use relevant equipment as required  • Have strong oral and written communication skills  • Willingness to undertake induction training  • Willingness to participate in ongoing training relating to the role  • Willingness to gain first-aid certificate (if applicable)  • Knowledge and use of moving and handling procedures including for heavy objects  • Ability to work collaboratively with colleagues as a member of the team |  |

|  |  |  |
| --- | --- | --- |
|  | • Ability to work in accordance with the school's health and safety policies and standard safe working practice for premises staff  • Ability to work successfully under pressure and prioritise effectively  • Ability to work on own initiative; a creative problem solver who always to achieve better levels of service  • Ability to undertake general building maintenance  • Ability to demonstrate a practical approach to problem solving  • Ability to communicate well with adults and students  • Ability to respond calmly to emergencies |  |
| **Personal Qualities** | • Flexible with a can-do approach  • Good levels of communication skills  • Physical ability to carry out manual handling tasks eg lifting, climbing and  moving of items  • Working conditions will be both indoor and outdoor  • High level of integrity, honesty and endeavour  • Energy, enthusiasm and resourcefulness  • 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: …………………………...