

PERSON SPECIFICATION - School Site Assistant



	ESSENTIAL	DESIRABLE/HELPFUL	HOW IDENTIFIED
QUALIFICATIONS / EXPERIENCE	<ul style="list-style-type: none"> • Ability to undertake basic DIY tasks and minor repairs • Knowledge of health and safety procedures and precautions • Awareness of health and hygiene procedures • Understanding of COSHH, manual handling, ladder safety • A sound level of literacy and numeracy • Competent IT skills (internet, email) • Knowledge of moving and handling procedures and the ability to perform physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post • Knowledge of cleaning procedures required to meet specified cleaning standards or willingness to learn • Able to keep accurate work records • Customer service? 	<ul style="list-style-type: none"> • Experience of working in the public sector and / or in an education setting • Knowledge of Microsoft Office 	Application / References / Interview
KNOWLEDGE / SKILLS / ABILITIES	<ul style="list-style-type: none"> • The ability to communicate clearly both verbally and in writing • Ability to prioritise workload and meet deadlines • Resilience and the ability to work under pressure • Ability to listen and recall details and tasks • Ability to work flexibly and supportively within the academy team 		Application / References / Interview
OTHER	<ul style="list-style-type: none"> • Valid, clean driving licence • Willingness to work the occasional weekend and / or longer hours to cover absent colleagues as required • Supportive of the Catholic ethos of the Trust 		Application / References / Interview / DBS disclosure

	<ul style="list-style-type: none">• Satisfactory DBS disclosure and standard Trust pre-employment checks• A commitment to safeguarding and promoting the welfare of children and young people and willingness to participate in and apply appropriate training		
--	---	--	--

The Bishop Wheeler Catholic Academy Trust is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.