

Site Assistant Person Specification

Essential	Desirable	How Identified
Satisfactory enhanced DBS clearance on appointment.	Enhanced DBS clearance. References showing unreserved recommendation.	Application form / documents at interview.
Skills and aptitudes to manage a site.	Previous expertise in caretaking or site management.	Application form / references.
Good listening and understanding skills.	Ability to interpret what people say and understand complex situations. Ability to discuss matters with a range of different people with different motives.	
Acceptable standard of reading comprehension and writing skills for the tasks required.	Good standard of written English with good understanding of site-specific technical language.	
Ability to be able to identify and remedy maintenance and Health and Safety issues.	Particular expertise in identifying and remedying maintenance and Health and Safety issues e.g. Risk Assessments.	Task.
Previous experience carrying out maintenance work to a good standard.	Good level of skill or qualification and experience in school-based maintenance work.	Interview / references.
Ability to solve practical problems.	Ability to solve complex problems.	Task.
Willingness and ability to work flexibly.	Be able to work evenings, weekends and bank holidays if required e.g. lettings.	Interview /application form.
Willingness to take on out of hours duties such as letting (overtime paid).		Interview /application form.
Willingness and ability to learn and administer COSHH duties.	Good knowledge of COSHH regulations.	Interview /application form.
Basic DIY skills	Ability to undertake "Advanced DIY" tasks.	Interview /application form.
Medically fit and well to carry out the physical duties.		Interview/application
Willingness to engage in training and professional development.	Record showing a willingness to participate in training and professional development and seek opportunities for own development.	Application form and references.
Willingness to work as a team.	Proven record of teamwork and working together.	Application form and references.
Ability to safeguard children through practical applications.	Knowledge of "Keeping Children Safe in Education" and what professional expectations are in a school community.	Interview / References.
Ability to follow school Health and Safety policy and procedures.	Knowledge of how to keep the site safe from hazards.	Interview/Task
Willingness to engage in Performance Management as reviewee.	References showing high levels of competency for the role.	Interview.

Willingness to follow school ethos, policies, aims and objectives.		Interview / references.
Ability to work on own initiative.	Ability to work within a framework of supervision.	Interview / references.