

Person Specification

Job Title: Site Assistant

Knowledge	Essential	Desirable
Care and maintenance of premises, including security	✓	
DIY experience at the level of minor maintenance.	✓	
Qualifications		
Current driving licence	✓	
Basic literacy and numeracy skills.	✓	
Basic ICT skills	✓	
Relevant qualification/s or proven experience of similar work	✓	
COSH Training		✓
Health and Safety training		✓
Experience		
Practical experience of building, cleaning and grounds maintenance	✓	
Understanding or repair/maintenance issues.	✓	
Experience of dealing with the public in front line service delivery, and a proven record of courteous and helpful service to members of the public	✓	
Experience of working in a school or similar environment		✓
Skills		
Enthusiasm and energy	✓	
Good interpersonal skills and ability to play a full role in a team	✓	
Flexibility in task and working patterns	✓	
Excellent manual handling ability i.e. moving furniture, sweeping etc	✓	
Ability to work independently and use initiative	✓	
Understanding of appropriate cleaning methods and standards	✓	
Other		
Satisfactory Enhanced Disclosure and Barring Service Check	✓	
Assessed and advised by Health and Well Being	✓	