



Person Specification: Site Assistant

	Essential	Desirable
Education and Training	• Certificate in or willingness to undertake the following training: ○ Minibus driving ○ First aid ○ PAT testing ○ Ladder use	• NVQ Level 2 or equivalent qualification or suitable experience • Use of excel sheets
Relevant Experience	• Experience of basic maintenance work • Understanding of security • Understanding of Health and Safety legislation in the workplace • Understanding of Fire and Safety regulations in the workplace • Understanding of the use of PPE for undertaking maintenance tasks and inspections of buildings	• Basic Health and Safety certificate • Knowledge and experience of risk assessment, COSHH and manual handling • Building trade experience • Ability to use a POS / Till system
Skills	• Good DIY skills • Ability to clean premises to required standard • Ability to promote effective working in a team but also using own initiative • Ability to complete basic paperwork • Good organisational skills • Good interpersonal skills • Good communication skills • Ability to develop and maintain good relationships with colleagues • Flexible attitude, able to respond to emergency callouts and any other extra work requirements • ICT keyboard, numeracy and literacy skills • Required to maintain and use tools, equipment and machinery with some demand for precision	• Understanding of school roles and responsibilities and your own position within these
Physical Requirements	• Ability to move load up to 25 kilos • Ability to lift and carry objects, necessary to undertake duties	• Ability to work at heights