

Person Specification

Job Title: Site Assistant

| Qualifications | Essential | Desirable |
|---|-----------|-----------|
| Level 2 qualifications in English and Maths or equivalent | | ✓ |
| Willingness and ability to obtain and/or enhance qualifications and training and development in the post | ✓ | |
| Experience | | |
| Experience of general building and site maintenance | ✓ | |
| Experience of working in a school environment | | ✓ |
| Skills | | |
| Ability to effectively communicate with a wide range of audiences, verbally and in writing | ✓ | |
| Ability to use standard ICT packages including Microsoft Office | ✓ | |
| Ability to undertake basic repairs and maintenance | ✓ | |
| Good time management and organisation skills, including the ability to oversee the work of others | ✓ | |
| Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues | ✓ | |
| Understanding of academy child safeguarding procedures | ✓ | |
| Other | | |
| Satisfactory DBS check | ✓ | |