

## Person Specification – Site Attendant

| Category                                 | Essential   | Desirable   | Method of Assessment            |
|--|---|---|---------------------------------|
| <b>Physical</b>                          | <ul style="list-style-type: none"> <li>• Smart appearance</li> <li>• Able to move furniture and equipment around the site.</li> <li>• Good communication skills.</li> </ul>   |   | Application Form                |
| <b>Qualifications</b>                    | <ul style="list-style-type: none"> <li>• Educated to GCSE Level C in English and Mathematics</li> </ul>   | •   | Application Form and Interview  |
| <b>Experience</b>                        | •   | •   | Application Form and Interview  |
| <b>Training</b>                          | <ul style="list-style-type: none"> <li>• Willing to participate fully in all relevant training, including training to support the postholder in their safeguarding responsibilities.</li> </ul>   | •   | Application Form and Interview. |
| <b>Special Knowledge</b>                 | •   | <ul style="list-style-type: none"> <li>• Knowledge of Health and Safety and Work legislation</li> </ul> |                                 |
| <b>Circumstances</b>                     | <ul style="list-style-type: none"> <li>• Able to work flexibly including some evening work.</li> </ul>  | •   |                                 |
| <b>Disposition</b>                       | <ul style="list-style-type: none"> <li>• To be an excellent team player.</li> <li>• Able to work on own initiative.</li> <li>• Able to remain calm under pressure.</li> <li>• Willing to adapt and learn new skills.</li> </ul>   | •   |                                 |
| <b>Practical and Intellectual Skills</b> | <ul style="list-style-type: none"> <li>• Commitment to safeguarding children and young people.</li> <li>• Good communication skills.</li> <li>• ICT literate.</li> </ul>  | •   |                                 |
| <b>Legal Requirements</b>                | <ul style="list-style-type: none"> <li>• Enhanced Criminal Records Bureau Check confirming the appointee is not on the Children's Barred list.</li> <li>• This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.</li> </ul> | •   |                                 |

**Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**