



The Chase
A SCHOOL OF EXCELLENCE

Person Specification

Post Title: Site Assistant

Salary: Scale 2

Line Manager: Site Manager

Attributes	Essential	Desirable
Relevant experience	Some experience and/ or ability to set multiple alarms. Basic DIY, repair and decorating.	Experience of working in a school setting
Education and Training	Educated to GCSE or equivalent	Health and Safety COSHH Manual handling
Knowledge and Skills	Able to undertake work requiring physical effort, for example, moving tables and portorage. Ability to use own initiative and work alone and within a team.	Knowledge of Microsoft Office and Outlook
Additional Factors	Honest and trustworthy Self-motivated. Flexibly hours of working and the ability to attend site in an emergency	