# Person Specification: Site Assistant

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| **Person specification** | **Essential** | **Desirable** |
| ***Knowledge*** | | |
| Good all round practical skills | √ |  |
| Knowledge of using a wide range of machinery/equipment required for general maintenance | √ |  |
| Level 1 Safeguarding |  | √ |
| Working knowledge of Health & Safety at Work |  | √ |
| Understanding of school ethos, vision and values | √ |  |
| Efficient cleaning methods |  | √ |
|  |  |  |
| ***Skills and abilities*** | | |
| Good communication skills understanding the principles of supervising and motivating and developing other team members | √ |  |
| Good written and numeric skills in order to complete accurate record keeping |  | √ |
| Ability to use ladders and scaffold towers confidently |  | √ |
|  |  |  |
| ***Planning and Organisation*** |  |  |
| Knows how to identify changes required to work routines and act upon them in liaison with Site Team | √ |  |
| Ability to maintain accurate and timely records as required by the role | √ |  |
| Ability to deal with everyday problems and to identify which problems should be referred to the Site Team | √ |  |
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| ***Qualifications and training*** | | |
| Appropriate Level 2 qualification |  | √ |
|  |  |  |
| ***Experience*** | | |
| Previous experience of working in a school |  | √ |
|  |  |  |
| ***Other*** | | |
| Willingness to work flexibly to meet school needs | √ |  |
| Willingness to drive school mini-bus |  | √ |