

## PERSON SPECIFICATION – Site Assistant

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

<b>Qualifications &amp; Training</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Willingness to develop new skills and undertake appropriate training	<b>E</b>	Application form/Interview
<b>Knowledge &amp; Experience</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Experience of working in a similar site assistant role	<b>E</b>	Application form/Interview
<input type="checkbox"/> An understanding of cleaning processes and procedures	<b>E</b>	
<input type="checkbox"/> Able to use cleaning equipment	<b>E</b>	
<input type="checkbox"/> Able to work within and apply all relevant school policies and procedures	<b>E</b>	
<input type="checkbox"/> An understanding of health and safety	<b>D</b>	
<b>Skills &amp; Key Criteria</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Ability to prioritise workload effectively to meet deadlines	<b>E</b>	Application form/Interview
<input type="checkbox"/> General maintenance and DIY skills	<b>E</b>	
<input type="checkbox"/> Excellent communication and inter-personal skills, including tact and diplomacy	<b>E</b>	
<b>Personal Attributes</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> A supportive and co-operative team member	<b>E</b>	Application form/Interview
<input type="checkbox"/> Excellent organisational and time management skills	<b>E</b>	
<input type="checkbox"/> Enthusiastic and self-motivated	<b>E</b>	
<input type="checkbox"/> Standards driven	<b>E</b>	
<input type="checkbox"/> Ability to work outside normal academy hours in line with academy and community needs	<b>E</b>	
<input type="checkbox"/> GDPR compliant	<b>E</b>	
<input type="checkbox"/> Use of transport to travel between Newcastle sites	<b>D</b>	

<b>Equal Opportunities</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	<b>E</b>	Application form/Interview
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	<b>E</b>	
<b>Safeguarding</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Commitment to the protection and safeguarding of children and young people	<b>E</b>	Application form/Interview
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	<b>D</b>	
<input type="checkbox"/> No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post	<b>E</b>	