



## Site Assistant Person Specification

Pay Scale/Grade:	Bucks Pay Range 2, Scale point 11–15 (depending on skills/experience)
Reports to:	Site Manager, School Business Manager
Responsible for:	Premises Staff in the absence of/on behalf of the Site Manager
Liaison with:	Teaching Staff, Support Staff, Headteacher, Senior Leadership Team, Pupils, Stakeholders

The selection decisions will be based on the criteria outlined below. At each stage of the process, an assessment will be made by the appointment panel to determine the extent to which the criteria have been met.

When completing your application form and supporting statement in the person specification, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

Factors	Essential	Desirable	Assessment Method
Education, Qualifications and Training	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Completed secondary education</li> <li>Training in Health &amp; Safety, PAT testing, working at heights, manual handling etc.</li> <li>Current First Aid qualification or willingness to undertake training to become a qualified First Aider</li> <li>Level 2 NVQ in Literacy and Numeracy or GCSE Grade C equivalent</li> </ul>	Certificates
Experience	<ul style="list-style-type: none"> <li>Experience of cleaning in a work environment</li> <li>Experience of carrying out basic DIY tasks</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a premises role in a school or public building</li> <li>Experience in carrying out maintenance in a school or similar organisation</li> </ul>	Application form and selection events

Factors	Essential	Desirable	Assessment Method
Knowledge and Understanding	<ul style="list-style-type: none"> <li>• Ability to work in an organised manner and use initiative</li> <li>• Intermediate knowledge of ICT</li> <li>• Awareness of keeping children safe</li> <li>• Basic knowledge of Health &amp; Safety, wellbeing, safety and child protection</li> <li>• Understanding of the academy's Ethos and Values</li> <li>• To have an understanding of and a commitment to child welfare and safety</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of Control of Substances Hazardous to Health (COSHH)</li> <li>• Knowledge of legionella and asbestos testing</li> <li>• Understanding of Data Protection and confidentiality</li> <li>•</li> </ul>	Application form and selection events
Skills, abilities and personal characteristics	<ul style="list-style-type: none"> <li>• Ability to solve problems and find solutions</li> <li>• Active listener</li> <li>• Good communication (written and verbal)</li> <li>• A team player</li> <li>• Highly motivated</li> <li>• Proven ability to work both as part of team and alone without supervision</li> <li>• Accept and respond to authority and supervision</li> <li>• Work with guidance, but under limited supervision</li> <li>• Good timekeeper, organised, motivated, hardworking with a sense of humour.</li> <li>• Reliable and trustworthy</li> <li>• Flexible attitude to work</li> </ul>	<ul style="list-style-type: none"> <li>• Mature attitude which inspires confidence in those you have contact with</li> <li>• Specific skills in the trade of plumbing, electrical and/or carpentry</li> </ul>	Application form and selection events

Note to applicants:

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of REAch2's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the performance appraisal process*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

*This academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*