

Person Specification General Site Assistant

Knowledge/Experience/Skills	Essential	Desirable
Relevant experience of working in a similar role within a school or similar setting		✓
Experience of monitoring and liaising with contractors and suppliers		✓
Experience of current cleaning materials/methods/appliances and monitoring the quality of work undertaken by cleaning staff		✓
An understanding of health & safety requirements of a school or other public institution		✓
To communicate clearly to all sections of the school community verbally, in writing and using ICT.	✓	
Demonstrate knowledge of security methodology for both building and grounds without risking the health and safety of the school community.	✓	
Full working knowledge of relevant policies / codes of practice / legislation		✓
D.I.Y. skills to undertake day to day repairs and maintenance of building, including a good working understanding of commercial heating systems.	✓	
Ability to assist in the training and induction of new cleaning and caretaking staff.		✓
Understanding of the principles of health & safety in a school environment including COSHH.	✓	

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Ability to manage own time effectively and demonstrate initiative including establishing procedures and prioritising own workload.	✓	
Ability to adhere to working procedures and policies within the school environment.	✓	
Ability to operate as part of a team or individually as required.	✓	
Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post.	✓	
Ability to carry out a range of administrative tasks, including stock taking and ordering.		✓
Display a conscientious and logic approach to the variety of tasks necessary for the smooth running of the school.	✓	
Display empathy with children's needs	✓	
Hold a clean, valid driving license		✓
Willing to undertake workplace first aid training	✓	
Hold a workplace first aid certificate		✓
Display good organisational and interpersonal skills	✓	
Display flexible approach to meeting the needs of the school and it's community	✓	