

SITE ASSISTANT VACANCY

PERSON SPECIFICATIONS

The postholder should ideally live within 20 minutes distance from the school and will possess the following experience, skills and qualities:

EXPERIENCE AND SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none">• Skills and experience in decorating.• Good organisational ability, including to prioritise and programme work on the site.• Strong and effective interpersonal skills.• Good oral and written communication skills.• Understanding of importance of cleanliness and hygiene	<ul style="list-style-type: none">• DIY/Handy person skills• A working knowledge of Health and Safety legislation• Experience and appreciation of site security issues• Financial awareness including the ability to deliver good quality results whilst working with budget limits• Cleaning experience and the ability to deliver high quality standards of cleanliness

QUALITIES

ESSENTIAL
<ul style="list-style-type: none">• Enthusiasm, energy and confidence• The ability to foster good relationships with pupils, staff, community users and external school contacts• The ability to respond to changing school and community priorities in a positive and sensitive manner• The ability to work autonomously on the school site and taking responsibility for decisions where appropriate• Taking pride in and achieving high standards in the quality of the school environment

The working week consists of 25 hours worked in the morning and includes opening the school and checking the grounds before the school day starts.