



Person Specification

Job Title: Site Assistant

Qualifications	Essential	Desirable
Level 2 qualifications in English and Maths or equivalent	✓	
Willingness and ability to obtain and/or enhance qualifications and training and development in the post	✓	
Experience		
Experience of general building and site maintenance	✓	
Experience of working in a school environment		✓
Skills		
Ability to effectively communicate with a wide range of audiences, verbally and in writing	✓	
Ability to use standard ICT packages including Microsoft Office	✓	
Ability to undertake basic repairs and maintenance	✓	
Good time management and organisation skills, including the ability to oversee the work of others	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues	✓	
Understanding of academy child safeguarding procedures	✓	
Other		
Satisfactory DBS check	✓	