

Site Assistant – Person Specification

	Essential	A/I	Desirable	A/I
Education and Qualifications	<ul style="list-style-type: none"> • Able to communicate effectively in writing and verbally 	A/I	<ul style="list-style-type: none"> • GCSE or equivalent in English and maths • Health and Safety and / or trade qualifications / practical training relevant to the role 	A A
Professional Experience and Knowledge	<ul style="list-style-type: none"> • Basic DIY / practical skills • Health and Safety awareness and an understanding of good practice • Knowledge of risk assessment based on site safety • Maintaining records and recording information 	A/I A/I A/I A/I	<ul style="list-style-type: none"> • Working in a school or a similar environment as a member of a site team • A craft such as plumbing, carpentry, joinery, plumbing or electrical work 	A A/I
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> • Ability to manage time effectively and prioritise work • Able to follow instructions accurately to complete a task • Ability to analyse tasks and establish how they may be best achieved • Flexible approach to work • Good level of attention to detail • Ability to work collaboratively and effectively within a team environment • Ability to work independently and to show initiative • Ability to work under pressure, and meet deadlines 	A/I A/I A/I A/I A/I A/I A/I A/I	<ul style="list-style-type: none"> • Basic IT skills 	A/I
Personal Qualities	<ul style="list-style-type: none"> • Professional approach to work • A commitment to safeguarding, diversity and equality • A commitment to own personal and professional development 	A/I A/I A/I	<ul style="list-style-type: none"> • Full clean driving licence 	A

*A = Application/ References; I = Interview/ In-Tray Tasks