

Person Specification	Site Assistant
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Key	E (Essential) D (Desirable) A (Application Form) I (Interview)
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	Qualifications	E	D	A	I
1	5 A*- C Level GCSEs or equivalent including English and Maths	✓		✓	
2	IOSH or NVQ2 qualification in a relevant trade	✓		✓	✓
3	Evidence of recent relevant professional development and study eg working towards NVQ Level 3 or equivalent qualification		✓	✓	
4	Current valid driving licence and access to a car	✓		✓	
	Successful Experience	E	D	A	I
5	Carrying out basic building repairs and maintenance	✓		✓	✓
6	Effective use of small electrical equipment	✓			✓
7	Effective prioritisation of tasks and reaction to ad hoc requests	✓			✓
	Knowledge and Understanding: Able to evidence and apply up to date secure knowledge and understanding of:	E	D	A	I
8	Relevant legislation and guidance in relation to working with, safeguarding and the protection of children and young people	✓		✓	✓
9	Health and Safety and Equality Act legislation	✓			✓
	Skills Able to evidence and demonstrate the ability to:	E	D	A	I
10	Communicate clearly and effectively in the English language, both verbally and in writing with all children and adults.	✓		✓	✓
11	Use Microsoft Word, Excel, SIMS and other appropriate software effectively to an intermediate level	✓		✓	
12	Use excellent interpersonal skills and the ability to relate to people with understanding and tact; to communicate effectively with a wide range of potential audiences and to listen and understand the point of view and opinions of other people	✓			✓

13	Regularly handle/carry heavy items	✓		✓	
14	Effectively manage and organise own time	✓			✓
	Attitudes and Approaches The successful candidate will:	E	D	A	I
15	The ability to manage oneself , including time management, professional direction and development and an ability to work effectively, as part of a team, at all times including challenging circumstances	✓			✓
16	Maintain confidentiality and handle sensitive information in accordance with Data Protection rules	✓			✓
17	Be committed to and be able to actively demonstrate safeguarding and promoting the welfare of children. Demonstrate the ability to uphold public trust and confidence and maintain appropriate positive, professional boundaries in relationships with both children and adults at all times	✓			✓
18	Successful Enhanced DBS status	✓			✓