

PERSON SPECIFICATION – Apprentice Site Officer L2

Knowledge	Essential	Desirable
<i>Education & Qualifications</i>	GCSES passes in English and Maths, or L2 Functional Skills passes in these subjects.	NVQ in construction, carpentry, plumbing or electrical
<i>Knowledge and Skills</i>	<p>Ability to build good working relationships with staff and students</p> <p>Able to work effectively as part of a team, being comfortable receiving direction</p> <p>Ability to form and monitor appropriate relationships and observe personal boundaries with children and young people</p> <p>Good organisational and planning skills, able to work on own initiative with minimal supervision</p> <p>Sound ICT skills and comfortable using a broad range of technology</p> <p>Sufficient ICT knowledge and skill to complete online training successfully.</p>	<p>Knowledge or experience of undertaking a range of handy person duties e.g. DIY, construction or property maintenance projects</p> <p>Understanding of main Health and Safety regulations and procedures</p>
<i>Qualities</i>	<p>Proactive, enthusiastic approach to work</p> <p>Appropriately motivated to work alongside children and young people</p> <p>Able to relate to young people in a polite and professional manner</p> <p>A commitment to confidentiality whilst knowing when to refer confidential information</p> <p>Patience and reliability, remaining calm under pressure</p> <p>Emotional resilience appropriate to the job and level of responsibility</p>	An understanding of child protection and safeguarding in educational establishments.

	<p>Strong team ethic, supportive of others and willingness to cover for other staff if needed</p> <p>High professional and personal standards and committed to projecting a positive image of the school</p> <p>Able to demonstrate good attendance and reliability</p> <p>Willing to take personal responsibility for standard of work carried out and to accept and respond to advice or direction on ways of working with a positive attitude</p> <p>Awareness of the need for discretion and respect and able to maintain confidentiality</p> <p>Committed to practising inclusivity and engaging in respectful everyday interactions with all colleagues, students and stakeholders</p> <p>Committed and motivated to completing Apprenticeship training</p> <p>Able to understand the principles of Keeping Children Safe in Education and a commitment to ensuring the health, safety and wellbeing of all children</p> <p>Able to understand COSHH guidelines</p>	
<p><i>Special Requirement</i></p>	<p>All post holders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply.</p>	
<p><i>Special Requirement</i></p>	<p>Good physical fitness: this post requires regular walking, lifting, bending, carrying of equipment</p>	