

Person Specification

JOB TITLE: Site Assistant

HOURS 37 hours per week, 52 weeks per annum

PRINCIPAL: Dennis Kirwan

DATE: May 2026

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge and understanding of Health & Safety policies and hygiene practices. • Understanding of safeguarding. 	<ul style="list-style-type: none"> • Understanding of COSHH regulations.
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Ability to deal with basic forms and data. • Basic DIY skills to support with general maintenance tasks. • Strong interpersonal skills. • Strong attention to detail. • Ability to complete work to the required standards and to agreed deadlines. • Ability to work independently as well as part of a team. • The ability to maintain accurate records. 	
EXPERIENCE	<ul style="list-style-type: none"> • Experience in cleaning, caretaking, facilities or a similar role. 	<ul style="list-style-type: none"> • Experience of working within a school environment would be advantageous.
QUALIFICATIONS		<ul style="list-style-type: none"> • Relevant safety training including areas such as Working at Heights, use of ladders, manual handling, COSHH etc. • First aid trained or a willingness to undertake this training.
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Positive and supportive approach. • Motivated and enthusiastic. • Ability to work under pressure. • Prepared to work flexibly. 	
EQUALITY	<ul style="list-style-type: none"> • Candidates must demonstrate understanding of, acceptance and commitment to the underlying equal opportunities. 	