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 Department of Education No 926/7016
 Headteacher: Colin Wheelhouse

Foundations For Futures

PERSON SPECIFICATION – Site Assistant

	Identified by:
Essential (E)	Interview (I)
Desirable (D)	Application (A)
	Reference (R)

Qualification and Experience	Experience of caretaking and/or buildings maintenance/security	E	A
	Knowledge of relevant policies and procedures and First Aid	E	A/I
	A good basic level of numeracy and literacy skills	E	A/I
	Willingness to undertake induction training	E	A/I
	Willingness to participate in ongoing training	E	A/I
	Valid driving licence	E	A

Experience –	General practical skills and/or maintenance experience	E	A/R/I
		E	A/I
Knowledge & Skills – all posts	Working knowledge of Health and Safety procedures and regulations, e.g. COSHH	E	A/I
	An understanding of child protection and safeguarding issues and legislation	E	A/I
	Technology - Able to use electronic communication such as emails. Ability to undertake DIY tasks	E	A/I
	A commitment and understanding of working with families to support learning of children with autism and keeping children safe	D	A/I
	Ability to relate well to children and adults	E	A/I/R
Abilities	To be an effective team member – work constructively as part of a team, Understanding the role of others working in and with the school	E	A/I/R
	Demonstrate the ability to resolve complex problems independently	E	A/I

	Ability to manage own time effectively and demonstrate a flexible approach	E	A/I
	Ability to establish rapport and respectful and trusting relationships with others	E	R/I
	Ability to make a distinctive contribution to the work of a team	E	I/A/R
	To communicate with a range of audiences and shareholders.	E	I/A/R
	To work under pressure, plan, prioritise and meet deadlines.	E	I/A/R
Responsibilities	To be responsible for the security of the premises and its contents, including the operation of fire and burglar alarms and undertaking key holder responsibilities, involving locking/unlocking entrances, checking and securing windows and internal doors, activating and switching off alarm systems, etc. To be available to answer emergencies outside of regular working hours.	E	A/I/R
	To ensure that heating and lighting systems and other equipment are working properly. To regulate heating/ventilation as necessary	E	A/I
	Transfer of school vehicles to and from destinations for routine maintenance, and to act as a driver for class trips as necessary.	E	A/I
	To be fully aware of and to comply with all departmental instructions and procedures relating to Health and Safety at Work and to recognise the responsibilities required under the Health and Safety at Work, etc. Act 1974.	E	A/I
	To undertake portage and handyperson duties, including moving goods and furniture, painting, minor repairs to property, fixtures, fittings and equipment.	E	A/I
	Incidentally, the primary functions of the job, to clean designated areas and ensure that they are kept in a clean and hygienic condition. To be responsible for sanitary conditions and replenishing sanitary materials.	E	A/I
	To undertake general duties, such as general cleaning of store rooms, boiler rooms, obtaining or storing equipment/materials for teaching and other staff.	E	A/I/R
	To undertake outside duties, for example grounds maintenance, grass curing, hedge cutting etc, clearance of drains and gullies, general tidying etc.	E	A/I
	Excellent organisational skills and the ability to remain calm under pressure.	E	A/I
	Existing qualification or willingness to undertake a Swimming Pool Plant qualification, in order to undertake water testing etc.	E	A/I

Equal Opportunities	A proven commitment to the principles and practice of equality of access and opportunity for all children and adults irrespective of ability, race, gender, gender orientation, disability or class and to the removal of barriers to achieving equal access and to maximising potential.	E	A/I
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