



THE FITZWIMARC SCHOOL

TRADITIONAL VALUES – LASTING SUCCESS

PERSON SPECIFICATION – Site Assistant

	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> • General Maintenance including cleaning • Working effectively as part of team • Basic Literacy & Numeracy • Consistently carrying out duties to a high standard • Basic IT skills - emails 	<ul style="list-style-type: none"> • Working in a school setting • Clean current driving licence
Knowledge	<ul style="list-style-type: none"> • Working knowledge of relevant tools and equipment • A good understanding of Health and Safety regulations in the areas of responsibility. • Sound understanding of the legislation relating to chemicals and dangerous substances. • Public facing role - candidate must speak fluent English 	<ul style="list-style-type: none"> • Basic First Aid • Understanding of Safeguarding and child protection procedures
Skills	<ul style="list-style-type: none"> • Excellent interpersonal skills • Ability to undertake routine DIY • Ability to work at heights • Ability to follow instructions accurately • Ability to undertake statutory vehicle checks • Good organisational skills and ability to work using own initiative • Ability to manage own time effectively • 	
Personal Qualities	<ul style="list-style-type: none"> • Must be able to undertake the physical demands of the role. • Flexible approach to working hours • Reliable and punctual • Self-motivated • Ability to remain calm under pressure • Recognise and maintain confidential /sensitive information • Willingness to undertake training commensurate with post • Commitment to safeguarding & welfare of all pupils 	

