

**St Mary's CE High School**
**Person Specification for the role of Site Assistant H4/H5**

	<b>Professional Skills and Attributes</b>	<b>Essential/ Desirable</b>
<b>Experience relevant to post</b>	Previous experience of working in a premises role in a school, the public sector or other organisation	D
	Experience of carrying out basic DIY/maintenance tasks	E
	Experience of working with young people.	D
<b>Key competencies and attributes</b>	Good oral communication skills	E
	Able to work effectively as part of a team	E
	Ability to work without close supervision and use initiative	E
	Good timekeeper	E
	Trustworthy	E
<b>Knowledge relevant to job</b>	Awareness of Health & Safety at work legislation	D
	Awareness of Manual Handling H&S regulations	D
	Awareness of safeguarding principles and the need for site security.	D
<b>Education</b>	Completed secondary education	E
<b>Special job requirements</b>	Capable of lifting office furniture and delivery parcels of reasonable weight as assessed according to current Health & Safety legislation	E
	To be prepared to undertake a minibus driving assessment (organised by school on appointment) in order to drive a school minibus	D
	Willing to work irregular hours on certain occasions, e.g. school evening events	D
	Willing to respond to intruder alarm calls as keyholder of the school premises when requested by the school's attending security contractor	E
	Confident in the use of ladders and working at height (training will be provided)	D
<b>Commitment to school's aims and ethos</b>	Ability to demonstrate equal opportunities in practice	E
	Willingness and ability to uphold the Christian ethos of the school.	E
	Demonstrate a commitment to safeguarding and the welfare of children and young people.	E

The information on this person specification will be the basis on which the applicants will be assessed for shortlisting purposes.

The skills and attributes listed above will be assessed through the application form and supporting statement and throughout interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to the safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours

If the candidate is short listed, any relevant issues arising from references will be taken up at interview.

Dec 25