

**Person Specification:
Site and Maintenance Assistant**

	Essential	Desirable
Qualifications & Training	Good standard of literacy and numeracy.	Relevant qualification in a trade area (e.g. maintenance, carpentry, plumbing, electrical, construction or facilities management)
	Full UK Driving Licence	D1 category entitlement for driving a minibus.
	Willingness to undertake relevant training, including safeguarding, health and safety and first aid.	Current First Aid at Work qualification.
Experience	Experience of carrying out general maintenance, repairs or DIY tasks.	Experience of working in a school, educational or public sector environment.
	Experience of using tools and equipment safely.	Experience of facilities, site or premises management.
	Experience of following health and safety procedures.	Experience of grounds maintenance.
	Experience of working independently and as part of a team.	Experience of driving a minibus or transporting young people.
Knowledge & Understanding	Understanding of basic building maintenance and repair techniques.	Knowledge of statutory compliance checks within a school environment.
	Awareness of health and safety responsibilities in the workplace.	Understanding of safeguarding responsibilities when working with children and young people.
	Knowledge of safe manual handling practices.	Knowledge of COSHH regulations.
Personal Attributes	Reliable, punctual and trustworthy	
	Positive, professional and approachable manner.	
	Able to use initiative and solve practical problems	
	Able to work well within, and contribute to, a team	
	Commitment to maintaining high standards of site appearance, safety and cleanliness.	
	Commitment to safeguarding and promoting the welfare of children and young people.	