

VALENTINES HIGH SCHOOL

Site Assistant – Person Specification

Qualification Criteria

- Basic training in one or more of the following is desired: plumbing, general and grounds maintenance, electrical/building maintenance, heating systems (desirable)
- Health and Safety qualification (desirable).

Experience

- Experience of having responsibility for the care and maintenance of premises, including the operation of building management systems in a similarly complex organisation (desirable);
- Experience in the building industry (desirable).

Specific Skills & Knowledge

- Demonstrate skills and knowledge in a building-related trade/craft;
- Painting and decorating skills;
- Knowledge of Health and Safety regulations in relation to the post;
- Knowledge of the operation of heating and ventilation systems and common causes of malfunctions;
- Knowledge of maintenance and security systems and procedures;
- Knowledge and understanding of appropriate cleaning methods and standards
- Ability to undertake annual electrical testing (desirable);
- Willingness to undergo training in key areas as deemed necessary by the school.

Behaviours and Qualities

- An understanding of the strategies needed to establish consistently high aspirations and standards of results and behaviour in an urban school setting and commitment to relentlessly implementing these strategies;
- The ability to work in close harmony with all staff;
- The ability to follow instructions accurately, but make sound judgements ;
- Excellent listening skills ;
- Strong interpersonal, written and oral communication skills;
- Strong organisational and time-management skills;
- Hard working, conscientious and accurate;
- Exemplary time-keeping
- Adaptable, flexible and able to work with minimum supervision;

- Approachable, calm and caring;
- Passion, resilience and optimism to work through day-to-day challenges while maintaining a clear direction;
- The ability to skilfully manage and maintain effective working relationships with parents, governors, community members and other stakeholders;
- A commitment to the safeguarding and welfare of all students;
- An understanding of the importance of confidentiality and discretion;
- The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop;
- The ability to work well under pressure
- High levels of honesty and integrity.

Others

- This post is subject to an Enhanced Disclosure and Barring Service Check.
- The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.

The post holder must be willing to work evenings and weekends when required, and be able to deal with emergencies out of school hours. Holidays must be agreed in consultation with the School Finance Business Manager/Headteacher and will be taken at times convenient to the smooth operation of the School. The post holder must be able to meet the physical demands of the role.