



Queen's Inclosure Primary School Person Specification for Site Assistant

	Essential	Highly Desirable
QUALIFICATIONS & EXPERIENCE		
A good standard of literacy and numeracy	✓	Qualifications in English and Mathematics – GCSE 'C' grade or equivalent
Other relevant qualifications appropriate to the role - completed or underway		✓
Successful experience working in a school or large business environment	✓	
Recent experience of delivering high standards of cleaning	✓	
KNOWLEDGE & SKILLS		
Have a clear knowledge and understanding of relevant cleaning Health and Safety requirements including COSHH	✓	
Have the skills to organise and manage an efficient cleaning schedule and be able to clean to high standards	✓	
Have the skills to support the Site Manager with basic maintenance and repairs	✓	
Have the skills to identify and manage Health and Safety risks in a school environment		✓
Achieves consistently good results without compromising health and safety standards	✓	
Have knowledge of school site security or the ability to acquire it rapidly	✓	
Able to develop positive working relationships with all members of the school staff, outside contractors and other users	✓	
Competent IT user		✓
PERSONAL ATTRIBUTES		
Discrete, trustworthy and respects confidentiality	✓	
Cheerful, friendly and approachable team player, with a sense of humour	✓	
Tidy, well organised and able to work under pressure	✓	
Able to be pro-active, use initiative and prioritise tasks	✓	
Positive attitude to problem solving and willing to ask for support when necessary	✓	
Committed to contributing to a smooth running, purposeful and productive school environment	✓	
Willing to support the wider life of the school	✓	
Have an appropriate level of fitness to meet the physical requirements of the role.	✓	