



FOX WOOD SCHOOL

SITE ASSISTANT PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Experience	• Basic Awareness of Health and Safety • Building security • Knowledge of cleaning standards • General maintenance and repair skills • Able to work on own initiative	• Previous school experience (not essential) • Caretaking experience
Qualifications	• Appropriate levels of literacy and numeracy required • Evidence of skills to carry out general maintenance • Willingness to attend training courses. • Full Driving Licence	• Ability to understand and apply regulations such as health and safety, manual handling, COSHH, Legionella etc.
Special Aptitudes	• Able to carry out duties detailed in the job description • Ability to perform the physical tasks required by the post, including lifting, carrying and pushing • Various equipment to undertake the duties of the post • Willingness to learn • Literate – able to maintain in a log; write clear instructions and maintenance reports • Knowledge of IT systems • Able to work as part of a team and on own • Set high standards of cleanliness and hygiene • Commitment to the school of a pleasant, clean work environment in the school	