

## Person Specification

### Post: Site Assistant (Level 2)

Attributes	Essential	Desirable	How identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Literate and numerate</li> </ul>	<ul style="list-style-type: none"> <li>NVQ level 1 &amp; 2 Caretaking</li> <li>Health &amp; Safety qualification IOSH</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Certification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Values driven</li> <li>Minimum of 2 years' experience of working in a similar role or setting</li> <li>General basic maintenance</li> </ul>	<ul style="list-style-type: none"> <li>Working in an inner-city area of high deprivation</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>Literacy and numeracy skills are required to complete timesheets, equipment and material order forms and other procedural documents</li> <li>Willingness to undertake training to fulfil the requirements of the post</li> <li>Ability to work as a team member or alone</li> <li>Ability to listen to and act on instructions, both verbal and written (inc. health and safety requirements for buildings and cleaning procedures)</li> <li>Commitment to safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of what makes a Dixons academy different and successful</li> <li>Knowledge of use of industrial cleaning materials and cleaning equipment</li> <li>Knowledge of health and safety; manual handling and electrical safety requirements</li> <li>Knowledge of COSHH</li> <li>Trade background</li> <li>First Aider</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
<b>Character</b>	<ul style="list-style-type: none"> <li>Strong moral purpose and drive for improvement</li> <li>Mission-aligned</li> <li>Humble and kind</li> <li>Motivated, enthusiastic and flexible</li> <li>Excellent interpersonal skills</li> <li>Good sense of humour</li> <li>Desire to develop yourself</li> <li>Ability to receive and act on feedback</li> <li>Strong attention to detail</li> <li>Ability to work under pressure</li> <li>Commitment to the full life of the academy</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to offer extra-curricular provision</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>