



Site Assistant Person Specification

Essential requirements are those, without which, the candidate would not be able to fulfil the responsibilities of the role. It is expected that the post holder will have the knowledge and qualifications indicated or their equivalent.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Professional qualifications	Essential	Desirable	Evidence
Educated to GCSE level or equivalent	✓		Application and documents
Qualifications in facilities management		✓	
Qualifications in Health and Safety		✓	
Qualifications in trade related industry		✓	
Professional experience	Essential	Desirable	Evidenced
Experience of facilities management or role involved in repair and maintenance of a building	✓		Application Interview
An understanding of Health and Safety and application in the workplace	✓		
Experience in a trade such as plumbing, electricity, plastering etc. or construction skills		✓	References
Experience of working in a school		✓	

Personal skills	Essential	Desirable	Evidenced
Able to understand and implement HCC and school policies and procedures	✓		Interview
Commitment to safeguarding and promoting the welfare of our students	✓		References
Ability to communicate with people professionally and effectively	✓		
Ability to work under pressure and prioritise tasks effectively	✓		



Testbourne Community School

Personal attributes	Essential	Desirable	Evidenced
Keen to support the values, vision, ethos and culture of the school, recognising the needs of students, staff and the community.	✓		Interview References
Reliable and punctual	✓		
Takes genuine pride in delivering a professional job	✓		
Practical and well-organised	✓		
Willing to undertake necessary training and development to fulfil the requirements of the role	✓		