



Person Specification

Post Title: Junior Site Service Assistant

1. Qualifications & Training

Essential

- A basic level of literacy and numeracy sufficient to carry out the duties of the role
- Willingness to undertake relevant training, including health & safety and safeguarding

Desirable

- Health & Safety training (e.g. COSHH, manual handling)
 - Safeguarding/Child Protection training
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2. Experience

Essential

- Experience of practical, hands-on work such as maintenance, caretaking, cleaning, or manual tasks
- Experience of working safely and following health and safety procedures
- Experience of working as part of a team

Desirable

- Experience working in a school or similar educational environment
 - Experience of minor repairs, basic maintenance, or decorating
 - Experience of stock control or monitoring supplies
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3. Skills & Knowledge

Essential

- Ability to carry out basic maintenance and general repair tasks
- Knowledge of safe working practices, including manual handling and use of tools
- Ability to follow instructions and work under direction
- Awareness of the importance of security and site safety
- Understanding of the need for confidentiality





Desirable

- Knowledge of site security systems and alarms
 - Understanding of safeguarding and child protection responsibilities
 - Basic knowledge of cleaning methods and equipment
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4. Personal Qualities & Attributes

Essential

- Reliable, punctual, and trustworthy
- Approachable, friendly, and able to communicate positively with children, staff, and visitors
- Flexible and willing to adapt to the needs of the school
- Able to work calmly and effectively under pressure
- Takes pride in maintaining a clean, safe, and well-presented environment

Desirable

- Proactive approach to identifying and resolving issues
 - Commitment to ongoing personal development
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5. Physical & Practical Requirements

Essential

- Physically able to carry out the duties of the role, including lifting, moving equipment, and working indoors and outdoors
 - Willingness to work in all weather conditions when required
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6. Compliance & Safeguarding

Essential

- Commitment to safeguarding and promoting the welfare of children
- Willingness to comply with all relevant school and City Council policies, including Health & Safety, Equal Opportunities, and Data Protection
- Ability to maintain professional boundaries at all times

