



## Site Assistant, Cambourne Village College

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### PERSON SPECIFICATION

*The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.*

<b>Qualifications:</b>	<b>Essential</b>	<b>Desirable</b>
Good standard of numeracy and literacy skills	√	
Willingness to undertake further training	√	
<b>Successful Experience:</b>		
Of dealing with members of the public		√
Of working in a school or similar establishment		√
Of dealing with Health and Safety issues		√
Maintenance and cleaning role		√
<b>Knowledge and Skills:</b>		
Awareness of relevant policies, procedures, codes of practice, and relevant legislation such as Health & Safety		√
Ability to use Office computer software proficiently, including word-processing, spreadsheet, database and internet systems		√
Strong verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and visitors to the school site	√	
Handyman and D.I.Y. skills	√	
<b>Personal Attributes:</b>		
Able to use own initiative and proactively work on tasks that appear on the tickets system	√	
Able to carry out on-call duties effectively	√	
Highly motivated	√	
Able to work independently	√	
Good team player	√	
Well organised	√	
Able to observe appropriate confidentiality	√	
Able to reach and bend, and to carry out heavy lifting	√	
Highly punctual	√	
Integrity	√	
Common sense	√	
Friendly, polite and approachable	√	
Commitment to the highest standards of Child Protection	√	
Commitment to the school's ethos, aims and its whole community	√	