

PERSON SPECIFICATION

JOB TITLE:

Site Agent Assistant

Attributes	Essential	Preferred
Education/Qualifications	Literate and numerate	Relevant trade qualification (eg carpentry, electrical, plumbing)
Experience	1-2 years relevant experience	Previous experience in a similar post in a school Previous experience of supervising staff
Skills/Knowledge/Aptitude	<p>Ability to undertake a range of routine maintenance tasks</p> <p>Ability to communicate in writing and on the telephone.</p> <p>Ability to work under pressure</p> <p>Ability to work on own initiative and make decisions</p> <p>Ability to develop good working relationships with staff, pupils, visitors, contractors etc</p> <p>Ability to work as a team member</p> <p>Ability to supervise staff</p>	Knowledge of health and safety regulations
Motivation	<p>Ability to work hard and take a pride in the job with commitment to achieving high standards of cleanliness and hygiene</p> <p>Ability to work without supervision</p> <p>Willingness to undertake further training</p> <p>Trustworthiness</p>	

	Flexibility and willingness to adapt to the school's changing needs (eg to work flexibly to meet specific or emergency situations)	
Physical	<p>Ability to undertake manual work and to perform tasks set out in the job description</p> <p>Ability to move and use domestic and industrial type cleaning equipment (polishers, vacuum cleaners etc)</p>	
Other	Must demonstrate the ability to speak fluent English at a level appropriate to be able to carry out the duties of the post.	