

Person Specification:

Langley School



This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

All candidates are obliged to disclose in their application details of convictions, cautions and any previous concerns raised in relation to Safeguarding issues. The school will assess such evidence and determine whether this presents an acceptable risk to safeguarding. If this presents an unacceptable risk then this will be a contra-indicator and the applicant will not be shortlisted.

Post Title	Site Assistant
School	Langley School
Salary Band/Range	Band 'B'
Hours / Weeks	37 hours per week; full year
Responsible to:	Facilities Manager

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	<p>A full, clean driving licence</p> <p>A willingness to undergo future training and development</p>	<p>Qualifications in any trades relevant to the post</p> <p>English & Maths GCSE / Level 2 or equivalent</p> <p>D1 classification driving licence</p> <p>Accredited H&S training, eg working from heights, manual handling</p> <p>H&S qualification, eg NEBOSH or IOSH</p>	<p>Application form. Qualification certificates</p> <p>Application/interview</p> <p>Qualification/attendance certificates</p> <p>Qualification certificates</p>
SKILLS AND ABILITIES	<p>A competent, multi-skilled DIY person with ability to repair and refurbish to a high standard</p> <p>High level of interpersonal skills to use with a variety of customers, eg school staff, students, parents, members of public, neighbours, contractors</p> <p>Able to demonstrate</p>	<p>Relevant construction / DIY / practical skills eg carpentry, plumbing, basic electrical</p> <p>Additional skills and interests which would be of benefit to the school</p>	<p>Application, interview and references</p> <p>Application, interview and references</p> <p>Application and interview</p>

	<p>confidentiality, tact and diplomacy.</p> <p>Basic keyboard skills / computer literacy</p> <p>Excellent communication skills (written and oral).</p> <p>Able to work pro-actively, use initiative and work as part of a small team</p> <p>Able to organise own workload, prioritise tasks in accordance with safeguarding and health & safety concerns and delegate as appropriate</p> <p>Able to follow agreed procedures and practices</p> <p>Able to respond flexibly to changing demands</p> <p>Able to remain calm under pressure / in emergency situations.</p>	<p>Level 1 IT qualification</p>	<p>Qualification certificates</p> <p>Application form and interview</p> <p>Application, interview and references</p> <p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p>
KNOWLEDGE AND EXPERIENCE	<p>Experience of working in a site support role</p>	<p>Experience of being a key-holder and/or callout responsibilities</p> <p>Experience of working in an educational / public sector organisation</p> <p>Relevant knowledge of Health & Safety legislation related to the post</p> <p>Experience of using Microsoft IT programmes, eg Windows, Word and Email</p>	<p>Application form/ interview</p>
OTHER REQUIREMENTS	<p>A commitment to safeguarding and promoting the welfare of children and vulnerable adults</p> <p>An enthusiasm for</p>		

	<p>involvement with students, staff, governors and the school community and can contribute positively to the ethos of the school</p> <p>A willingness to undertake staff training as required, eg Child Protection / First Aid / Health & Safety</p> <p>A willingness to work across school sites within the Multi-Academy Trust when operational</p> <p>A willingness to work flexible hours</p>		
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