

Part Time Site Assistant Person Specification

To be evidenced through application form, references and interview.

Selection Process

Candidates who apply for this post should write a personal statement to show how they meet the person specification and how their examples demonstrate impact.

Please note that supporting statements should not exceed more than **2 sides of A4 paper**.

The interview will take place by a selection panel.

		Key: E = Essential, D = Desirable	
Qualifications & Experience		E	D
1.	GCSE Maths and English to Grade C or above, or equivalent qualification	X	
2.	Good spoken and written English	X	
3.	Safeguarding Training		X
4.	Experience of working in a primary school in a similar role		X
5.	Practical handyperson skills necessary to undertake general building maintenance, minor repairs and portering duties		
Professional Knowledge and Skills			
8.	Ability to plan and organise	X	
9.	Ability to recognise and identify problems	X	
10.	Ability to work to deadlines		
10.	Ability to record and pass on information accurately	X	
11.	The confidence in use of basic ICT	X	
12.	Excellent time management and punctuality	X	
13.	An understanding of the Progressive and Reform Jewish ethos		X
14.	Understanding of child protection procedures and safeguarding children	X	
15.	Excellent verbal and written communication skills and the ability to communicate with people at all levels	X	
16.	Willingness and ability to attend appropriate meetings and training.	X	
17.	Ability to cope with many roles and responsibilities		X
18.	Good health and attendance record	X	
Personal Qualities			
19.	Reliability, professionalism and integrity	X	
20.	Ambition, energy, enthusiasm, determination and a drive to develop your role	X	
21.	A flexible approach towards working practices and the ability to respond quickly to changes	X	
22.	To be able to work effectively under pressure	X	
23.	Ability to work as both part of a team and independently	X	
24.	High expectations of self and professional standards	X	
25.	Ability to maintain successful working relationships with other colleagues	X	
26.	A commitment to equal opportunities and empowering others	X	
27.	To have discretion and show confidentiality in all aspects of the job	X	