

# **PERSON SPECIFICATION**

JOB TITLE: Site Assistant

DEPARTMENT: Estates & Facilities

## **Information for candidates:**

The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for; a sentence or two of explanation will help us to assess your application.

Applications from people with disabilities will be assessed based on the specification criteria to carry out the duties of the post.

Criteria	Essential	Desirable
<b>Skills and Abilities</b>		
1. To move equipment and furniture around the college	√	
2. Cope under pressure and act in a professional manner at all times	√	
3. DIY skills	√	
4. To work under own initiative without supervision – a can do attitude	√	
5. Basic Electrical/Plumbing/Groundworks	√	
<b>Experience</b>		
1. Control of contractors		√
2. Cleaning		√
3. Building maintenance	√	
<b>Education / Qualification</b>		
1. Good level of basic education (GCSE Maths / English)	√	
2. H&S training courses undertaken		√
3. Fire Marshall		√
4. First aider or willing to train	√	
<b>Other</b>		
1. Cleaning Techniques and machinery use	√	
2. Health and Safety related to buildings	√	

3. Cleaning Techniques and machinery use	✓	
4. Driving Licence and ability to drive a minibus	✓	
5. Caretaking experience		✓
6. On Call Rota	✓	