

# **PERSON SPECIFICATION**

## **Assistant Site Lead**

### **Professional Characteristics**

The post holder will be a driven, flexible individual with an ability to identify operational needs for the School on a daily basis. The role would suit someone with a strong belief in the potential of young people and who is keen to promote a clean, safe and fully operational environment for anyone who enters the school.

The postholder will:

- Be flexible and a team player, with the ability to work either as a member of the team or alone on tasks.
- Be available to be called upon at short notice for out of hour's works, alarm activations or any other site related issues that may arise.
- Be highly motivated with their approach to ensuring the school runs as effectively as possible.
- Be driven to bring about continuous improvement in processes and seek new challenges.
- Have a professional and positive approach.
- Possess strong communication skills.
- Have the ability to work well under pressure, with accuracy and attention to detail at all times.

### **PERFORMANCE MANAGEMENT**

- Performance management assessment will be based on the responsibilities listed above and judgements will be made against these within the agreed time scale, as part of the school's performance management cycle.

### **EQUALITY OPPORTUNITY**

- The postholder will be expected to undertake all duties in the context of and in compliance with the school's equal opportunities policies and Rights Respecting Ethos.

### **SAFEGUARDING CHILDREN**

- The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance

### **HEALTH & SAFETY**

- The postholder will be expected to undertake regular health & safety training and carry out duties in line with health and safety at work regulations.