

Reading Girls' School – Job Specification

Position: Site Support Assistant



| Competency | Description | Essential | Desirable |
|------------------------------------|---|-----------|-----------|
| Training and Qualifications | Good general standard of education as evidenced by a range of GCSE or O Levels with English and Maths at Grade C or above | ✓ | |
| | Qualification to degree level or equivalent | | ✓ |
| Experience and knowledge | Proven experience in Site/caretaker position | ✓ | |
| | Knowledge of health and safety practices | | ✓ |
| | Experience of working in line with site maintenance contracts | | ✓ |
| | Experience of work with external contractors | ✓ | |
| | Ability to recognise improvements required in buildings in relation to the presentation of the site | ✓ | |
| | Ability to work proactively and reactively in situations | ✓ | |
| | Proven experience in dealing with lettings of the building following school procedures | | ✓ |
| | Proven Experience of communicating at all levels | ✓ | |
| | Experience of maintenance records system | | ✓ |
| | At least 12 months experience of working in local authority or school setting | | ✓ |
| Skills and attributes | Ability to work calmly and under pressure without close supervision | ✓ | |
| | Ability to meet tight deadlines | ✓ | |
| | Ability to work as part of a team | ✓ | |
| | Good communication and interpersonal skills networks | ✓ | |
| | Ability to work on own initiative | ✓ | |
| | Ability to prioritise work on a daily basis | ✓ | |
| Personal Qualities | Willing to work flexibly in order to meet the needs of the team | ✓ | |
| | Willing to contribute positively to the team and its developments | ✓ | |
| | Willing to undertake training | ✓ | |
| | Committed to equal opportunities | ✓ | |
| | Enhanced DBS clearance | ✓ | |
| | Embraces and ability to understand all key school policies | ✓ | |