In your application for Site Management Assistant, please demonstrate how you meet the following criteria.

**Assessment Key:** A = Application form and supporting statement, I = Interview, R = References

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| --- | --- | --- |
| Qualifications | Essential/ Desirable | How assessed |
| Good standard of literacy and numeracy | E | A |
| Recognised qualified Trade; e.g. painting, joinery, electrician or equivalent experience | D | A, I |
| First aid or willingness to undertake first aid training | E | A, I |
| Experience | Essential/ Desirable | How assessed |
| An excellent record of attendance and punctuality | E | A, I |
| Experience in the use of IT (including Microsoft Word and email systems) | D | A, I |
| Previous similar experience in a school/college environment | D | A, I |
| Skills / Knowledge / Attributes | Essential/ Desirable | How assessed |
| Good communication skills (both written and verbal) and relates well with a wide range of children and adults | E | A, I |
| * Able to work without supervision or instruction and to work as a member of a team | E | A, I |
| * Flexible in approach to work | E | A, I |
| * Able to cope with light-handling duties and the physical demands of the role - manual handling training will be provided if required | E | A, I |
| * Willingness to develop professionally and undertake further training as required | E | A, I |
| * Willingness to support off site activities | E | A, I |
| * Willingness to work unsocial hours, as required | E | A, I |
| * Demonstrates an ability to be solution focussed | E | A, I |
| * Able to deal with competing priorities and able to prioritise own workload | E | A, I |
| * Understanding of Health and Safety requirements including COSHH | D | A, I |
| Personal Qualities | Essential/ Desirable | How assessed |
| Willingness to comply with Trust policies | E | I |
| Adaptability, reliability, dedication and commitment | E | A, I |
| A commitment to equal opportunities and fair treatment of all staff and students | E | I |