

## Person Specification

### Post: Site Assistant

Attributes	Essential	Desirable	How identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Literate and numerate</li> <li>Full UK driving licence</li> </ul>	<ul style="list-style-type: none"> <li>NVQ level 1 and 2 Caretaking</li> <li>Health and Safety qualification IOSH</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Certification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Values driven</li> <li>Minimum of 2 years' experience of working in a similar role or setting</li> <li>General basic maintenance</li> </ul>	<ul style="list-style-type: none"> <li>Trade background</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>Literate and numerate: able to complete timesheets, equipment and material order forms, and other procedural documents</li> <li>Work as part of a team and alone</li> <li>Listen to and act on instructions, both verbal and written (including health and safety requirements for buildings and cleaning procedures)</li> <li>Willingness to undertake training to fulfil the requirements of the post</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of what makes a Dixons academy different and successful</li> <li>Industrial cleaning materials and cleaning equipment</li> <li>Health and safety; manual handling and electrical safety requirements</li> <li>COSHH</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
<b>Character</b>	<ul style="list-style-type: none"> <li>Strong moral purpose and drive for improvement</li> <li>Mission-aligned</li> <li>Humble and kind</li> <li>Motivated, enthusiastic, flexible</li> <li>Excellent interpersonal skills</li> <li>Good sense of humour</li> <li>Desire to develop yourself</li> <li>Ability to give, receive and act on feedback</li> <li>Strong attention to detail</li> <li>Ability to work under pressure</li> <li>Commitment to the full life of the academy</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>