



Person Specification: Site Assistant

Assessed by application (A)

Assessed by the recruitment process (R)

Criteria	Essential	Desirable
Qualifications and Education		
A good standard of English and Maths at GCSE A*-C GCSE, or equivalent		A
Appropriate First Aid Training		A
Willing to undertake any additional training as required	R	
Experience		
Experience of managing student behaviour		A
Experience of working in a secondary school/ academy or other educational based background		A
Experience of general maintenance of buildings / site, basic DIY/handyman, repair and decorating experience, cleaning and general portering experience	A	
An awareness and understanding of Health and Safety regulations	A	
Experience of prioritising workloads, time management and dealing with conflicting priorities	R	
Skills and Abilities		
Ability to communicate effectively with different audiences, orally and in writing	R	
Ability to support a range of students, inclusive of students with additional needs	R	
Excellent interpersonal communication skills, including influencing skills	R	
Conversant with a range of IT platforms and software inclusive of Google Drive and Office		R
Ability to maintain a positive and calm environment	R	



Magna Academy Poole

an Aspirations Academy

Ability to work successfully as part of a team	R	
Excellent attendance and punctuality record	R	
A passion for delivering work of a high standard	R	
Flexible approach and ability to prioritise short and long term tasks	R	
Patience and resilience	R	
Numeracy and literacy skills	R	
Developing successful relationships with students, staff, parents and stakeholders	R	
Knowledge		
Knowledge of safeguarding of students	R	
Knowledge of behaviour management techniques and behaviour intervention strategies	R	
An understanding of the school curriculum and the needs of learners	R	