



# Magna Academy Poole

an Aspirations Academy

Person Specification: Site Assistant

Assessed by application (A)

Assessed by the recruitment process (R)

Criteria	Essential	Desirable
<b>Qualifications and Education</b>		
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	
<b>Experience</b>		
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	
<b>Skills and Abilities</b>		
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	
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	



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Patience and resilience	R	
Developing successful relationships with students, staff, parents and stakeholders	R	
<b>Knowledge</b>		
Knowledge of safeguarding of students	R	
Health and Safety Regulations	R	