



PERSON SPECIFICATION

Job Title: Site Assistant

Reports to: Site Manager

Competency	Description	Essential	Desirable
Skills and Competences	Ability to demonstrate a practical approach to problem solving	*	
	Ability to work on own initiative	*	
	Strong oral and written communication skills	*	
	Willingness to undertake induction training and participate in ongoing training relating to the role	*	
	Ability to work in accordance with the school's health & safety policies and standard safe working practice for premises staff	*	
	Ability to undertake general building maintenance	*	
	Ability to respond calmly to emergencies	*	
Experience relevant to the role	Experience of working in a similar role	*	
	Experience of DIY, building and maintenance projects, preferably in a school environment		*
	Knowledge of C.O.S.H.H (Control substances hazardous to health)		*
	Experience of using garden machinery		*
	Experience of using hand and power tools		*
	Previous experience of working in trades		*
	Evidence of experience of working in a school environment	*	
Qualifications	Full clean driving license		*
	First Aid Certificate		*
	Accredited Health & Safety Training		*
	Maths and English GCSE's or equivalent		
Personal Qualities	Confident, highly motivated with a strong personal commitment to your work	*	
	Excellent interpersonal skills with sensitivity to others	*	
	A strong team player	*	
	Personal stamina and tenacity	*	
	A good sense of humour	*	

https://gosdenhouseschool.sharepoint.com/sites/AdminShare/Shared Documents/General/RECRUITMENT & INDUCTION/RECRUITMENT/2025-2026/Site Assistant/Person_Specification_Site_Asst_March2026.docx



Personal Qualities cont...	Patience and understanding with an empathy for others	*	
	Detail orientated	*	
	Discrete, trustworthy and confidential	*	
	Calmly assertive and self-assured yet friendly and approachable	*	
	Excellent organisational skills with the ability to multi-task	*	

SAFEGUARDING STATEMENT: Gosden House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be subject to satisfactory references and an enhanced disclosure through the Disclosure and Barring Service (DBS).

12.3.2026