

**DUDLEY METROPOLITAN BOROUGH COUNCIL
WOLLESCOTE PRIMARY SCHOOL**

Person Specification for Site Assistant
Date of Implementation – ASAP

Grade/Salary

Grade 3 (Point 3 - 4)

Part Time Site Assistant required all year round

20 hours per week

FTE £24,027 - £24,404 per annum

Actual Salary £12,987.56 - £13,191.35 per annum

Duty Hours

At Wollescote Primary School our working week is 37 hours, to be worked within the core time of 10.00am – 6.00pm, depending on the needs of the school.

If required, evening and weekend lettings for which overtime will be paid, is based on the hourly rate of the salary.

The school is committed to working with the community.

Experience

- Experience of Caretaking / Site Management or a relevant role

Qualifications/Training

- Good literacy (GCSE Grade A-C), numeracy (GCSE Grade A-C) and ICT skills
- Recognised qualification in ICT, electrics, plumbing or carpentry desirable
- Willingness to undertake training as required
- Able to understand and apply regulations such as health and safety and manual handling
- Ability to operate electrical /mechanical systems

Practical Skills:

- Excellent practical skills
- Competence at basic building repairs
- Excellent organisation skills
- Excellent communication skills
- To work flexibly to meet the needs of the service
- To adhere to equal opportunities, health and safety, safeguarding and other school policies
- Ability to handle / carry heavy items safely

Personal Qualities and Attributes:

- Reliable
- Trustworthy
- Courteous
- Observant to detail – notices what needs to be done

- Honesty
- Able to use own initiative and work independently
- Respectful and supportive of others
- Awareness of the importance of confidentiality
- Calm and friendly
- Positive attitude, wants to make a difference