Address: Suite 2, 3rd Floor, St Nicholas Building,
St Nicholas Street, Newcastle upon Tyne, NE1 1RF
Telephone: 0191 662 2400 **Email:** info@laidlawschoolstrust.com
Website: www.laidlawschoolstrust.co.uk

Post title: **Site Assistant**
Academy: **Oxclose Cluster (and other Academies as requested and necessary)**
Reporting to: **Premises Manager**
Salary/pay range: **NJC Scale 3, SCP 5-6 (£26,427 - £26,847 FTE), uplifted to £27,203 FTE £14.10 per hour in line with Real Living Wage**
Hours of work: **37 hours per week, all year round**

The successful candidate will meet the criteria detailed within this person specification. The listed criteria will form the basis of the selection process. Applicants should address all elements of the person specification, indicating experience and where appropriate, citing supporting examples within their application.

Qualifications & Training	Essential	Desirable	How Identified
Good standard of Education	X		Application
Demonstrate a willingness to attend appropriate training and development	X		
Certificate in health & safety (IOSH) or related work experience		X	
Certification in facilities maintenance or technical maintenance related qualifications		X	
Personal Attributes	**Essential**	**Desirable**	**How Identified**
Are highly **ambitious** for self and organisational growth	X		Application Interview Task
Are **brave** in leadership decision making, being innovative and forging new paths	X		
Are **curious** to identify solutions based on rigorous evidence and research	X		
Are **determined** to overcome obstacles and resilient in the face of challenge	X		
Are open minded to bringing about **extraordinary** change which may challenge the norm	X		
Are **fast** and nimble to address emerging needs and underperformance	X		
Are **good**, moral, truthful and treat others with respect	X		
Knowledge & Experience	**Essential**	**Desirable**	**How Identified**
Previous experience in a facilities role (or similar)	X		Application

Experience of working with internal and external stakeholders	**X**		**Interview Task**
Understanding of health & safety regulations, risk assessments and compliance	**X**		
Experience managing contractors and compliance with health & safety requirements		**X**	
Previous experience working in an educational setting		**X**	
Knowledge of security systems		**X**	
Skills	**Essential**	**Desirable**	**How Identified**
Practical skills for basic repairs and maintenance	**X**		**Application Interview Task**
Organisational skills	**X**		
Competent with IT systems for reporting, record keeping and communication	**X**		
Strong communication and interpersonal skills	**X**		
Ability to work on own independently and manage a varied workload	**X**		
Works well as part of a team with the ability to motivate others to maintain high standards	**X**		
Equal Opportunities	**Essential**	**Desirable**	**How Identified**
Demonstrate an acceptance of, and a commitment to, the principles of the Trust's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	**X**		**Application Interview Task**
Committed to equal opportunities policies relating to gender, race and disability in an educational context	**X**		
Safeguarding	**Essential**	**Desirable**	**How Identified**
Committed to the protection and safeguarding of children and young people	**X**		**Application Interview Task**
Demonstrate up to date knowledge of relevant legislation and guidance in relation to working with young people	**X**		