

## Person Specification for Facilities & Site Assistant



'To inspire our students to be confident and open-minded through exceptional teaching in a caring school community.'

The successful candidate will share a commitment to:

- make a positive impact on all students' experiences of learning at Highgate Wood School;
- our core values as defined in our mission statement and motto and our ethos The Highgate Wood Way, underpinned by Courtesy, Consideration, Contribution and Co-operation;
- inclusion, based on a belief that every student can achieve irrespective of starting point or circumstance;
- first class pastoral care, support and guidance;
- working with staff and all other stakeholders in a collaborative way;
- our SHOW UP staff culture (see bottom of page 2).

**Attributes** The following outlines the key knowledge, skills and experience required for this position. As part of the shortlisting process, the selection panel will assess each candidate against the criteria listed below.

### Knowledge, skills and experience

- Ability to relate well to children and adults
- Have relevant experience for the post such as caretaker, grounds person, hard and/or soft maintenance etc.
- Can use ICT effectively and facilities database systems
- Use of other equipment technology – computer, photocopier
- Excellent interpersonal skills so that relationships with colleagues are professional and supportive.
- The capacity to form positive relationships with staff/students from a diverse background and to promote inclusion.
- The capacity to form positive relationships with students/staff and parents.
- To maintain high standards of punctuality and attendance
- Ability to deal with sensitive information in a confidential manner.
- Understanding of and commitment to work within the scope of school policies and procedures.
- Ability to work flexibly with adaptability
- A high regard for inclusion and equality
- Knowledge & understanding of the school's health and safety policy
- Ability to work effectively as part of a team.
- Willingness to undertake additional training/staff development as required
- Ability to reflect on your own professional practice
- Have a commitment to the implementation of the schools Health & Safety and Safeguarding Policy

<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Have compassionate, emotional and cognitive empathy</li> <li>• A positive, professional role model for students</li> <li>• Someone with high expectations of themselves and others</li> <li>• An ability to complete tasks to a high standard</li> <li>• Enthusiastic and hard-working</li> <li>• Resilience and perseverance</li> <li>• Reflective and self-evaluative of your own classroom practice</li> <li>• Energy, drive and a sense of purpose</li> <li>• A sense of fun and an ability to laugh and relax, even when under pressure</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Hold a valid and in date First Aid at Work Certificate (if not, a course will be offered)</li> <li>• Have an overall understanding of school estates and facilities needs with experience within either/or hard &amp; soft maintenance services.</li> <li>• Desirable: Qualified within H&amp;S legislation / Hard/Soft maintenance services</li> </ul>

**This post is subject to regular review to meet the changing needs of the school**

## **OUR NON-NEGOTIABLES**

- S** **Students come first**  
Our students are our priority. It is for them that we do what we do.
- H** **Hard Work**  
We do whatever is necessary to provide the best experience for our students.
- O** **Our own children**  
We make HWS a school that we would be proud to send our own children to. We work to this end every single day.
- W** **We are not I**  
We are a team. We do what we say we do - we stick to the school strategy, behaviours and processes. We are the Highgate Wood Way.
- U** **Unafraid of failure**  
We are not afraid to fail, nor learn from failure. When things go wrong we do not blame—we support each other and we look after each other.
- P** **Professional trust and accountability**  
We trust each other implicitly professionally because we hold ourselves and each other to account openly and honestly for doing all of the above.

