



Person Specification: Site Manager

ATTRIBUTES	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>Basic training and/or sound experience in one or more of the following: general maintenance, plumbing, electrical/building maintenance, heating systems, grounds work, carpentry.</p> <p>Computer literate with good working knowledge of ICT including using the internet and Microsoft office suite.</p>	<p>City & Guilds / NVQ 2 or equivalent in Plumbing / Electrics / Carpentry / Painting / Plastering / Heating</p> <p>Have worked in an environment using similar skills</p> <p>Experience or expertise in DIY</p> <p>Relevant qualification or training in First Aid and/or Health and Safety</p>
EXPERIENCE	<p>Experience of working alongside people as part of a team</p> <p>An understanding that the needs and safety of the children and staff are of prime concern</p> <p>Work effectively both independently and as part of a team</p> <p>An awareness of the need for strict hygiene and cleaning standards</p>	<p>Experience of primary school caretaking</p> <p>Working in a school environment/site management</p>
SKILLS	<p>Good organisational skills</p> <p>Ability to prioritise, plan, schedule and meet deadlines and evaluate work</p> <p>Ability to be proactive and work on own initiative and manage own workload, within a budget</p> <p>Ability to manage a small team and work amongst other site managers / caretakers within the Trust.</p> <p>Commitment to the security and wellbeing of the school</p> <p>A willingness to undertake as necessary training in all aspects of the job including health and safety</p> <p>Good written and verbal communication skills</p> <p>Ability to drive and hold a clean driving licence</p>	<p>Experience of security systems</p> <p>Some evidence of administration skills e.g. Record keeping, time sheets etc.</p> <p>Knowledge and experience of Health and Safety regulations</p> <p>An understanding of committee and meetings procedures</p>

	<p>Competent at general maintenance</p> <p>Attention to detail</p> <p>Ability to deliver targets / projects</p>	
<p>PERSONAL CHARACTERISTICS</p>	<p>Enthusiasm</p> <p>Demonstrates excellent social skills</p> <p>Sense of humour</p> <p>Flexibility</p> <p>To be a proactive member of the school community</p> <p>Hard-working</p> <p>Common sense and initiative</p> <p>Ability and commitment to contribute fully to the tasks in school</p> <p>To uphold the ethos of our school</p>	<p>An interest in professional self-development</p> <p>A willingness to contribute to the wider life of the school</p>
<p>Physical Requirements</p>	<p>Fit and able to carry out duties</p> <p>Ability to work at high levels with appropriate equipment</p> <p>Ability to deal with some manual handling</p>	