



Redbourn Primary School

Site Manager - Person Specification 2026

Requirement	Essential	Desirable
Qualifications/ Training:	<ul style="list-style-type: none"> • Willingness to undertake job related training. 	<ul style="list-style-type: none"> • Asbestos training. • COSHH training. • Basic first aid training.
Experience:	<ul style="list-style-type: none"> • Experience of property management. • Experience of building security. • Good standard of DIY. 	<ul style="list-style-type: none"> • Previous caretaking and/or cleaning experience. • Experience of working with children and understanding of their needs.
Skills:	<ul style="list-style-type: none"> • Excellent interpersonal skills and friendly manner. • Leadership and management skills. • Confident to liaise with contractors. • Competent IT skills. • Able to undertake basic record keeping. • Values working as part of a team. • Strong communication skills with staff, parents, children and contractors. 	<ul style="list-style-type: none"> • Able to use a variety of online resources and websites. • Confident with Microsoft Word, Excel and email.
Knowledge:	<ul style="list-style-type: none"> • Knowledge of efficient cleaning methods, equipment and materials. • Understanding of health and safety legislation. • Good standard of literacy and numeracy. 	<ul style="list-style-type: none"> • Working at height • Awareness of legionella • Preparation of risk assessments.
Values/ Personal Attributes:	<ul style="list-style-type: none"> • Good mobility and general physical fitness. • Well organized and efficient. • Works well under pressure. • Practical. • Reliable. • Able to act on own initiative. • Calm • Sense of humour. • Flexible • Commitment to the safeguarding of children. • Able to attend site in an emergency. • Willing to attend for lettings by mutual consent. 	